

**HEALTH AND SAFETY
POLICY
2018-2020**



1. Purpose

The purpose of this policy is to outline the organisation's approach to Health and Safety to ensure staff are able to perform their roles safely and effectively in the community. This policy works in conjunction with the Procedures Manual.

2. Policy Application

This Health and Safety Policy applies to all employees, volunteers and trustees of Tūtaki Youth Incorporated Trust (Tūtaki).

3. Policy Objectives

- 3.1** Tūtaki will provide a clean, safe and welcoming facility for all staff and users – including youth, clients, visitors, individuals or organisations hiring a space, and gym members or users.
- 3.2** Tūtaki strives to maintain a respectful and supportive environment where staff are encouraged to raise issues relating to safety and well-being, knowing that these concerns will be treated with promptness, honesty and fairness.
- 3.3** Tūtaki will involve, inform and train staff on all Health and Safety objectives, practices and procedures.
- 3.4** Tūtaki will ensure the organisation's Health and Safety resources and processes are readily available, easy to use and regularly reviewed.
- 3.5** Tūtaki will identify, assess and manage risks and hazards associated with the facility, vehicle use and service provision through the method of elimination, isolation or minimisation.
- 3.6** Tūtaki will comply with Health and Safety legislation and take all practicable steps to integrate positive and effective safety measures in to the day-to-day practices of the organisation.
- 3.7** Tūtaki will foster the well-being (physically, mentally, emotionally and spiritually) of all staff by supporting them in their work, especially during challenging situations.
- 3.8** Tūtaki is dedicated to providing social services to the community in a safe, respectful and dignified way.

4. Expectations of Staff

- 4.1** Respect, understand and comply with the organisation's Health and Safety policies and safe working practices at all times.
- 4.2** Take reasonable care for their own well-being and those around them who may be affected by what they do or do not do.

- 4.3 Report promptly any near-misses, incidents or accidents to the Manager and contribute to any resulting investigations and resolution processes.
- 4.4 Report promptly any risks or hazards so that they may be remedied appropriately through elimination, isolation or minimisation.
- 4.5 Ensure that offices, shared facility spaces (meeting rooms, kitchen, toilets, bathrooms, youth space and outdoor areas) and vehicles are kept clean and tidy.
- 4.6 Positively engage in discussions around Health and Safety issues.

5. Other Persons at Workplaces

Under the Health and Safety at Work Act (HSWA 2015) Other Persons at Workplaces (including Tūtaki and Lions Den facility users) are expected to:

- 5.1 Take reasonable care for their own health and safety.
- 5.2 Take reasonable care that others are not harmed by something they do, or do not do.
- 5.3 Comply, as far as reasonably able, with the organisation's instructions that are given so that Tūtaki can comply with the HSWA regulations.

6. Facility

6.1. **Emergency Procedures**

Tūtaki has Emergency Procedures in place for a range of situations. Staff will familiarise themselves with these procedures by reading the Procedures Manual.

6.2. **Panic Buttons**

Tūtaki currently owns five panic alarm buttons. These are small, portable devices which when pushed activate a light and low-volume alarm in the Reception office. These are available so that staff may request assistance quickly if a meeting with a client, young person or visitor become uncomfortable or dangerous.

6.3. **Security**

6.3.1 Tūtaki has an alarm system that is currently monitored by Aotea Security.

6.3.2 There are twelve security cameras throughout the facility. Please see the organisation's Camera Policy for additional information on the use of these cameras.

6.4 Facility Maintenance

The building has a current warrant of fitness which is reviewed annually by an Independent Qualified Person (IQP). A copy of this can be seen on the wall at the entrance to Tūtaki by the fire alarm activation button. Other information relating to facility maintenance can be found in the Facility folder.

6.5 Smokefree

The facility and surrounding areas are smokefree. Please see the Smokefree Policy for more information.

6.6 Hazard Registers

These registers outline the risks and hazards associated with both areas of the facility, describe what controls we have put in place to manage these risks and hazards, and how often we need to review them. There is a subsequent Hazard Register Review which allows assessment of the hazards listed.

6.7 Entering and Exiting the Facility

6.7.1 Staff are provided with a key and alarm code for the facility.

6.7.2 Facility users are to access the building through the front door of Tūtaki, or if they are gym members they can enter with their individual key-tag through the front door of the Lions Den. Gym members will be able to deactivate the Lions Den alarm using the four-digit code provided to them with their membership.

6.8 Rear Entrance off Orlando Street

No one is permitted to enter or leave the facility through the rear entrance off Orlando Street unless they are accompanied by staff.

6.9 Opening Hours

6.9.1 Visitors must respect the opening hours of the facility. These are visible on the front door and at times may change with little notice.

6.9.2 At times, a room or the entire Tūtaki side of the facility may be hired by another organisation or individual outside of business hours.

6.10 The Kitchen

Young people, visitors and clients are welcome to use the kitchen facilities, so long as they respect the area and clean up after themselves.

6.11 The Youth Space

6.11.1 Young people (ages 12-24) are welcome to use the Youth Space when it is open, so long as they behave appropriately and adhere to Tūtaki rules.

6.11.2 If a Youth Space user behaves inappropriately, they will be asked to leave by Tūtaki staff. Depending on the nature of the situation, consequences for their behaviour may include a ban from Tūtaki for a period of time.

6.12 Gym Equipment

6.12.1 Gym equipment will be positioned throughout the facility in a way that allows gym users to exercise in a safe and effective way, and exit the building easily in case of an emergency.

6.13 Accidents or Incidents

6.13.1 If an accident occurs at the facility or as part of the organisation's service provision, the first priority will be the care of the person(s) involved.

6.13.2 Following any accident or incident, an Accident/Incident Form will be completed and a description added to the Accident/Incident Register.

6.13.3 If a "notifiable event" occurs, Worksafe must be contacted immediately. "Notifiable events" include "notifiable death", "notifiable injury" "notifiable illness", and "notifiable incident". For more information on what types of situations are "notifiable" please see <http://www.worksafe.govt.nz/worksafe/notifications-forms/notifiable-events>

6.14 Incidents – Behaviour Related

6.14.1 In the event of a visitor behaving inappropriately in the facility, staff will follow the procedure listed under Offensive Behaviour in the Procedures Manual.

6.14.2 Following a behaviour related incident, an Incident Report will be completed.

7 Vehicles

7.1 Vehicle Use

Tūtaki currently owns two vehicles for work use. All staff are required to have a valid Driver's Licence when driving a Tūtaki vehicle.

7.2 Vehicle Maintenance

Vehicles will be registered, warranted and regularly serviced by an approved mechanic.

7.3 Transporting Clients

At times, with the client or their parent/caregiver's permission, staff will transport clients to and from Tūtaki or to appointments, excursions or activities that have been arranged and agreed upon by both parties in advance. Please refer to the Child Protection Policy for more information.

7.4 Car Seats

All children under the age of seven must travel in the appropriate booster seat for their age.

7.5 Barbeque Trailer

Tūtaki has a Barbeque (BBQ) trailer that can be used by staff or hired out to other organisations. Please refer to the BBQ Policy for more information.

8 Staff

8.1 Tūtaki is dedicated to ensuring staff are safe and supported during their work in the community.

8.2 Staff are expected to contribute positively to Health and Safety discussions regularly.

8.3 If staff feel their work is leading to a deterioration in their health (physical or mental), they should talk with the Manager as soon as possible. These conversations will remain confidential and all concerns will be treated with honesty and fairness.

8.4 Staff have the right to stop or refuse work if their safety or health is at risk, as per section 83 of the HSWA 2015.

8.5 If staff have concerns about the way they or others are being treated at Tūtaki, they should talk to the Manager confidentially, or the Tūtaki Chair if their concerns relate to the Manager, as soon as possible. The organisation's policy on bullying may be of assistance in this process. Please refer to the Anti-Bullying Policy for more information.

8.6 Staff are not obligated to partake in events or activities that are not congruent with their values or beliefs. If staff feel uncomfortable about participating in a work event because of their beliefs (religious or otherwise), they will talk with the Manager about their concerns prior to the occasion. All concerns will be treated with consideration and compassion.

8.7 Staff do not have to appear in photos that will be published publicly. Occasionally team photos are taken to promote a particular event or issue, or as general content for social media. Staff will make it known prior to the photo being taken that they do not wish to appear online or in another published form.

8.8 Recruitment Process

There are various safety checks in place during the recruitment process. Please refer to the Recruitment, Vetting and Appointment Policy for more information.

8.9 Qualifications and Registrations

8.9.1 All Social Workers and Youth Workers at Tūtaki will have a qualification in Social Work or Youth Work from a reputable institution.

8.9.2 All Social Workers will have a current registration from the Social Workers Registration Board (SWRB) in line with the Social Workers Registration Legislation Bill.

8.10 Hours and Workload

Staff work varied hours due to the nature of individual roles and, at times, to accommodate staff needs. Hours and workload are determined individually with the employer through the Job Description and the Individual Employment Agreement (IEA). Leave entitlements are also outlined here. Please refer to your IEA if you wish to know more about these subjects, or speak to the Manager.

8.11 Sick Leave

8.11.1 Tūtaki allows staff an annual ten day sick leave entitlement if they have been an employee for six months or more.

8.11.2 If a staff member experiences a stomach bug or similar symptoms e.g. vomiting and/or diarrhoea, they must stay away from work for 48hours **following** the cessation of these symptoms.

8.12 Breaks

Staff are encouraged to take regular breaks. For clarification on appropriate times and quantity of breaks in relation to your role, please refer to your IEA or talk to the Manager.

8.13 Facility and Resources

8.13.1 As mentioned in the Objectives of this policy, Tūtaki will provide clean, well-lit spaces for staff to work in. Staff will have access to a shared or individual office space in accordance with their role. Staff will also be provided with the necessary resources they require to do their jobs adequately.

8.13.2 The kitchen facilities are available for staff to prepare food and drinks throughout the day.

8.14 Communication

8.14.1 There are multiple ways for staff to have contact with each other, such as through Slack (an application that allows instant messaging to staff through a range of different channels), email and phone.

8.14.2 Staff may be provided with a work cell phone if it is necessary to their role. These work cell phones are not for personal use and will not be taken home with the staff member, unless in exceptional circumstances and with the permission of the Manager.

8.14.3 Any damages incurred to Tūtaki property will be paid for by the employee if they are at fault.

8.15 Individual Development Programmes

An Individual Development Programme (IDP) is developed specifically for each staff member. These focus on setting objectives and improving performance, and contain a training and development plan to support professional growth. For more information please see the Individual Development Programme Policy.

8.16 External Supervision

8.16.1 External supervision is available to Social Workers and Youth Workers every 3-4 weeks. For more information please see the Supervision Policy.

8.16.2 Tūtaki offers access to an Employee Assistance Programme (EAP). This is a professional and confidential service funded by Tūtaki and allows staff to seek support with professional and personal matters. The EAP provider will notify Tūtaki that an employee has utilised their services but it will not disclose the identity of the individual or what was discussed.

8.17 Working away

At times staff may travel for work events or professional development reasons e.g. a training in another town or city. When these events require staff to stay overnight away from home, accommodation and a food allowance will be organised by Tūtaki. Accommodation will be clean, safe and located at a reasonable distance from the event venue. Transport will also be provided by Tūtaki in these circumstances.

8.18 Lone Working

At times staff may work alone in the facility, so long as the appropriate process has been followed. Please refer to Procedures Manual for more information on working alone in the facility and in vehicles.

8.19 Family Violence

As a social service provider who works to eradicate domestic violence within our community, Tūtaki will not tolerate violent behaviour perpetrated by employees in their homes or in the community. Please refer to the Family Violence Policy for more information.

8.20 Bullying

Tūtaki has a zero-tolerance approach to bullying. If staff have any concerns about the behaviour of a colleague or colleagues, they should talk with the Manager as soon as possible, or the Tūtaki Chair if their concerns relate to the Manager. Please refer to the Anti-Bullying Policy for more information.

8.21 Drug and Alcohol Use

Tūtaki will not tolerate staff working under the influence of drugs or alcohol. For more information on this, please refer to the Staffing Policy and House Rules.

9 Service Provision

Tūtaki is dedicated to providing social services to the community in a safe, respectful and dignified way. For more information on Service Provision processes please refer to the Procedures Manual.

10 Lions Den

- 10.1** There are a range of membership options available at the Lions Den. Members must be 14 years old or over. No children or pets are allowed in the gym at any time.
- 10.2** To become a member, the person must complete a Membership Agreement. This form outlines the services provided as part of their selected membership and what is expected of them as members. By signing this form the member agrees to the terms and conditions outlined on the form. If the member is under the age of 18, they must have a parent/caregiver sign their membership form as well.
- 10.3** Members who break the conditions on their membership may have their membership terminated.
- 10.4** Casual users must enter and exit the gym through the Tūtaki side of the facility. These users are expected to adhere to the Lions Den rules and expectations of members.

11 Tenants

At times, Tūtaki may allow tenants (individual or agency) to lease an office space on a casual, short term, or long term basis. As per their Tenancy Agreement, the Tenant is required to adhere to Tūtaki policies and procedures, including those related to Health and Safety, during their tenancy.