



Health and Safety Responsibilities



“Safety is taken seriously. We can all feel more secure.”

Se’i fono le pa’a ma ona vae

Samoan proverb to be careful and think things through before taking action.
Samoan.manuatele.net

Intent

We prioritise health, safety and wellbeing with a strong focus on preventing and responding early to hazards and risks. We will:

- comply with health and safety legislation, standards and relevant codes of practice
- comply with public health guidance
- engage with "workers" on health and safety matters
- monitor, evaluate and review progress
- provide resources to ensure a consistent and systemic approach to health and safety management and
- support the safe and early return to work of injured employees.

This policy outlines roles and responsibilities for health and safety in our workplace and our approach to identifying, assessing and managing health and safety risks.

See also [Worksite checking](#), [Disaster and emergency planning](#), [Incident management](#) and our pandemic plan.



Definitions

"Hazard" is anything that can potentially cause harm and therefore poses a risk to a person. It includes but is not limited to:

- environmental conditions
- security threats
- physical hazards
- behavioural hazards
- chemical hazards.

"Staff"/"kaimahi" has the same meaning as "worker" (defined below).

"Volunteer" includes both a "Volunteer Worker" defined [here](#) and a casual volunteer.

"Workplace" refers to the site(s) where we are based and any other place or vehicle used by kaimahi when carrying out our work.

"Worker" refers to any individual who carries out mahi/work including our paid staff/kaimahi, volunteers, contractors, students on placement and trustees when volunteering.

Responsibilities

The board has primary responsibility for ensuring the health and safety of workers and any other people who could be, or are, put at risk by our work. They must, so far as reasonably practicable:

- provide and maintain a work environment that is safe and supports the health and wellbeing of staff and people we work with
- provide and maintain safe facilities and systems of work (eg work processes)
- provide safe equipment and maintain it in good condition
- make sure kaimahi and others are provided with training, information, instruction and supervision they need to protect and manage risks to health and safety



- monitor the workplace conditions to prevent work-related injury and illness
- ensure recommendations from the risk management process, including safety incident de-briefings and investigations, are evaluated and implemented as necessary.

Management must exercise due diligence to ensure we comply with our health and safety obligations:

- ensure there is at least one worker on each site who holds a current First Aid Certificate
- delegate health and safety responsibilities appropriately
- take all reasonably practicable steps to eliminate or minimise risks and monitor the effectiveness and adequacy of controls
- provide staff and others with health and safety training, education and supervision
- establish procedures for dealing with emergencies that may arise
- support the safe and early return to work of injured employees
- consult with kaimahi and their representatives on all health and safety matters
- maintain an understanding of health and safety management relative to their position
- ensure contractors and visitors to the workplace are recorded and they are informed about relevant health and safety requirements
- apply and keep up-to-date with relevant workplace health and safety practices
- keep the board informed about resourcing, systemic risks and any other matters likely to be of concern to the organisation
- maintain a register for recording hazards, assessments of likelihood and severity of risk, and controls (“Hazard and risk register”)
- ensure health and safety matters are regularly addressed with the team (eg standing item for team hui).

Workers will:

- comply with any reasonable instruction and any policy or requirements about health and safety at the workplace



- halt activity if they identify risks that threaten the safety of a person
- actively contribute to hazard identification and risk management
- report work-related injuries and incidents promptly and accurately
- adopt safe work practices and encourage others to do the same
- participate in health and safety training
- participate in safe and early return to work programmes.

Compliance

Social Sector Accreditation Standards Level 2, Health and safety 1.0-8.0

Social Sector Accreditation Standards Levels 3 & 4, Health and safety

NZS 8134:2021 Person-Centred and Safe Environment 4.1 – 4.2

[Health and Safety at Work Act 2015](#)

Helpful links

Pandemic pan

For our approach to managing health and safety risks see [Health and Safety \(Risk management\)](#)

Review

Date: April 2021

Next review: March 2023