



Health and Safety Policy (Risk Management approach)



Intent

Everyone in the workplace will participate in the identification and management of risks. Ideally risks to health and safety will be eliminated. If they can't be, they will be monitored and managed carefully.

Identify and assess risks

Hazards will be systematically identified by kaimahi, visitors and through worksite checks, incident debriefings and relevant environmental data (eg about weather conditions, pandemic, national security threat etc). They must be reported to management and recorded in the Hazard and Risk Register.

If a hazard cannot be dealt with immediately, risks must be assessed and controls applied (as below.)

Apply and monitor controls

Reasonably practicable steps will be taken to eliminate hazards.

If hazards can't be eliminated the associated risks will be assessed:



- the type of risk
- likelihood and potential consequences of risks occurring.

Controls/safeguards will be implemented to minimise and manage the risks including that:

- protective equipment for all workers whenever necessary
- good work practices are used and maintained
- workers are properly trained and/or supervised
- exposure to significant hazards is monitored and controls escalated or changed as necessary
- new hazards are identified and incorporated into the Hazard and risk register and all workers are kept informed (eg through training, induction, email alerts, texts, staff and team hui, visual signs, instructions and supervision)
- new equipment, worksite(s) and/or tasks are assessed before use and safety controls/practices are established and applied (eg Checklists; staff trained to use equipment)
- all workers are aware of emergency and evacuation procedures.

Kaimahi will be alert to hazards and manage risks during activities with rangatahi/whānau. If they are concerned about danger to themselves or others, they will:

- seek guidance from management or senior staff, or
- halt the activity in question.

Any person at risk from a hazard will be informed of the risks and their right to consent or refuse to engage in the relevant activity.

Monitor and review control measures

Controls will be regularly checked that they are:



- fit for purpose
- suitable for the nature and duration of the work, and
- are installed, set and used correctly.

The check will be informed by:

- worksite inspection reports
- public health guidelines (for pandemic risks)
- industry guidelines
- discussion and review of risks and risk levels at team and health and safety hui
- feedback from workers and other relevant people
- independent review and audit
- regular review and updating of any safety control checklists we are using
- incident and near-miss debriefings and reports.

Pandemic controls

Public health requirements and guidelines and our policies and procedures will guide our response to the Pandemic - COVID-19 and other infectious illnesses.

Controls will be implemented to prevent the spread of infection as Business as Usual (BAU) and in more targetted ways when risks increase and public health requirements intensify.

"BAU" prevention

Public health requirements will be complied with including that:



- no one should enter the work premises if they have Covid-19 or are required to self isolate (unless a crucial worker exemption applies) - see Staff at risk of illness policy
- good [hygiene](#) and [cleaning practices](#) will be maintained
- physical contact will be carefully managed
- communal and high use areas are regularly cleaned.

Measures to address increased risk levels

Public Health guidance about managing times of higher risk of exposure and transmission of infection (eg COVID-19) will be complied with and may lead to the imposition of additional controls such as:

- use of shared areas and resources will be regulated (eg staggered) to minimise transmission infection
- protective gear (eg masks, gloves) may be required
- adjustments will be made to the workspace and work routines if reasonably practicable
- entry to the premises will be regulated eg through:
 - signage
 - appointment-only system
 - pre-appointment screening
 - requirement to wear mask
 - in-person explanation/kōrero.

Relevant policies will be implemented for kaimahi who, for public health reasons must stay away from the workplace (see [Staff at risk of illness](#); [Working from home](#)).

Check, record and learn

Hazard and risk register



We keep a record of newly identified hazards and the following:

- the harm the hazard could cause
- the likelihood the harm could occur
- the level of risk
- control measure(s)
- review dates and review outcomes (eg if a control measure is adjusted in response to a change in level of risk)

Worksite checks

The worksite, our facilities and equipment must be checked and regularly inspected.

Debrief and learn

Our Incident management policy will be complied with. We aim to learn from safety incidents and continuously improve to ensure the safety of everyone in our workplace.

Safety and security

Entering and Exiting the Facility

- Kaimahi/staff will be issued with a key and alarm code to enter the premises.
- Facility users must access the building through the front door of Tūtaki, or as gym members, enter with their individual key-tag through the front door of the Lions Den. Gym members are given the four-digit code to deactivate the Lions Den alarm.
- No one is permitted to enter or leave the facility through the rear entrance off Orlando Street unless accompanied by staff.



Alarms/cameras

- Tūtaki has an alarm system that is currently monitored by Aotea Security.
- There are twelve security cameras throughout the facility.
- Panic alarms are provided to all staff to use within a one on one setting to enable quick access to help if needed.

Gym equipment

- Gym equipment is set up and operated in accordance with relevant industry specifications.
- Gym equipment is placed through the facility in ways to support safe exercise and to allow for easy exit from the building easily in the case of an emergency.

Staffing

Kaimahi and volunteers are background checked.

Social work and youth work staff must have a qualification from a reputable institution. Social work staff will ensure they fulfill all requirements to maintain their registration status.

Kaimahi understand they are not required to work in unsafe situations nor obligated to participate in events or activities that are incongruent 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 General Manager about their concerns prior to the occasion. All concerns will be treated with consideration and compassion.

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.

Compliance

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

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

Health and Safety at Work Act 2015

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

Helpful links

Back to [Health and Safety \(Responsibilities\)](#)

[Incident management](#)

Review

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