

Worksite checking



"The workplace is inspected and recommendations for improvements taken seriously"

Intent

We take all due care to ensure that worksite facilities meet health and safety standards. Inspections are regularly conducted with any risks reported and followed up.

We use data, such as complaints, kaimahi feedback and absenteeism records to monitor and check for hazards that adversely affect wellbeing and can lead to work-related stress, anxiety or depression.

Definitions

"Worksite" refers to where we are based and other places where paid and unpaid kaimahi go for work. It includes a vehicle used as a part of the normal duties of work.

Requirements

Inspection

The worksite(s), our facilities and equipment will be regularly inspected to identify hazards and monitor the efficacy of safety controls. The inspection may involve a Health and Safety representative. Relevant safety and industry standards will be used.

The following will be checked:

- adequacy of lighting and ventilation
- appropriateness of space and layout for the scheduled activities
- currency and display of Building Warrant of Fitness
- [First Aid](#) compliance
- whether equipment, furniture and fittings are adequately maintained and positioned for safe and correct use
- adequacy of information about safe use of equipment (e.g. correct seating and furniture position for computer use, correct use of fire hydrant)
- hygiene of kitchen/kīhini and wharepaku/toilet facilities
- that safety systems including emergency and evacuation equipment have current compliance (see [Checklist: emergency preparedness](#))
- accessibility of facilities to people with mobility issues (eg disabled people, elderly, whānau and parents with prams)
- that 'smoke and vape-free' areas are clearly marked
- there are no unidentified hazards and that safety measures to minimise and manage hazards are complied with
- where relevant, the adequacy of equipment for specialised needs is positioned and working properly.

Check off-site locations

The safety and suitability of off-site community facilities for work purposes (eg to run groups, provide outreach) will be checked before being used for services. Wherever possible, a Warrant of Building Fitness for the premises will be obtained. Management will monitor that the facilities are regularly safety checked.

Outdoor activities

For outdoor activities, a system to monitor and respond to changing environmental conditions and risks will be implemented, including that:

- hazards (eg environmental and weather conditions) are considered and recorded before activities are undertaken
- risks are assessed, recorded and mitigated for each outdoor activity/event including risks associated with group dynamics, young people's needs and changing environmental conditions

- there is an effective system for communicating with workers when working off-site
- controls are adjusted as risks change
- rangatahi are informed of risks, the controls we are using and their rights to give or refuse informed consent.

Vehicles

All reasonable and practicable steps must be taken to ensure the health and safety of kaimahi and others where kaimahi are travelling regularly, between and to different worksites. Vehicles must:

- be regularly maintained
- have a current warrant of fitness
- have internal fixtures, such as those used for restraining wheelchairs, stretchers, gas bottles etc, properly maintained
- display a sign prohibiting while driving:
 - being under the influence of drugs or alcohol
 - cell phone usage
 - smoking/vaping in the vehicle.

See [Transporting clients](#) policy.

Well-being check

Indicators of psycho-social risks for kaimahi in the workplace (eg of bullying, work-related stress) must be monitored and regularly reviewed, in particular:

- staff turnover
- workloads
- absenteeism
- participation in training and development opportunities
- performance levels (including appraisals)
- exit interview data
- feedback and complaints
- staff grievances, disputes and feedback.

Follow up

Each workplace inspection must be dated and signed by those who do them. Hazards identified through a check must be recorded in the Hazards and risk register and shared with others in accordance with [Health and safety](#) policy.

The outcome of the check should be reported to the board.

Reasonable and practicable steps will be taken to address recommendations from the inspection. For buildings we own, external maintenance and inspections of safety systems will be arranged in sufficient time to support [annual renewal of the Building Warrant of Fitness](#).

Facility Maintenance

The building has a current warrant of fitness which is reviewed annually by an Independent Qualified Person (IQP). A copy of this is posted 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.

Compliance

Social Sector Accreditation Standards – Level 2, Health and safety 2.0

Social Sector Accreditation Standards – Level 3 & 4, Health and safety 1.0

Health and Safety at Work Act 2015

NZS 8134.2021 Person-centred and Safe Environment 4.1-4.2

Helpful links

[Health & safety](#)

[Emergency and disaster planning](#)

[Preventing and responding to bullying at work](#)

Checklist for internal audit of worksite

Owners' responsibilities to ensure their buildings are safe to use

Review

Date: May 2021

Next review: April 2023