HEALTH AND SAFETY POLICY

**Compliance with Health and Safety at Work Act 2015**

# Policy Statement

The Health and Safety at Work Act 2015 (HSWA) is New Zealand’s key work health and safety law. WorkSafe New Zealand is the work health and safety regulator, although other agencies can be designated functions for certain sectors. HSWA, regulations, safe work instruments and WorkSafe information and guidance work together to support duty holders to improve work health and safety.

[Your organisation] will take all practicable steps to ensure the safety of [Your organisation] and The Kollective staff, trust members, volunteers, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

[Your organisation] will ensure, as far as it is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of its operations or undertakings. Health and safety is everyone’s business, and everyone is expected to share in our commitment to avoid all accidents and incidents, which may cause personal injury, property damage or loss of any kind.

[Your organisation] is located at The Kollective and as such will comply with The Kollective health and safety policies and procedures.

Under Health & Safety legislation, it is noted that there are four types of duty holders: PCBUs, officers, workers and other persons at workplaces (more detail in Clause 7). However, for the purposes of this policy, all paid Workers, Volunteers Contractors, Trainees and Volunteer Trustees are considered as “workers”.

# Rationale

* To ensure the health and safety of staff, trust members, volunteers, visitors and contractors that interact with [Your organisation];
* To ensure that risks to the organisation are identified and managed appropriately;
* To ensure that all parties are protected by explicit and clear procedure/s.
* To ensure that [Your organisation] is compliant with the Health and Safety at Work Act 2015.

# 3. Guidelines and Procedures

Every “worker” associated with [Your organisation] is expected to act safely at all times to ensure their own well-being and that of their fellow “workers” as well as others in the workplace. This policy applies to all.

[Your organisation] will:

* Comply with all relevant health and safety legislation;
* Engage with “workers” on matters relating to Health & Safety;
* Practice continuous improvement in health and safety;
* Ensure ongoing evaluation, review and updating of compliance with the health and safety plan and this policy;
* Provide resources that ensure a consistent and systematic approach to health and safety management; and
* Support the safe and early return to work of injured employees.

# 4. Hazards

It is the intention of [Your organisation] to comply and contribute to The Kollective’s identification and control of all hazards in the workplace. Where there are significant hazards [Your organisation] will take all practicable steps to **E**liminate the hazard, **I**solate the hazard or **M**inimise the Hazard.

* Where the hazards may only be minimised, [Your organisation] will ensure:Protective equipment is provided and used by all workers, at all necessary times
* Good work practices are used and maintained.
* Workers are properly trained and/or supervised.
* Where appropriate, and with the consent of the worker concerned, health monitoring in relation to exposure to significant hazards is undertaken.
* Any new hazards identified are incorporated into Hazard Register and all workers informed.
* Any new equipment and/or tasks are assessed before use, and safety controls/practices are established.
* All hazards and the hazard controls will be regularly assessed.
* All workers are aware of emergency and evacuation procedures.

# Health and Safety Responsibility

[Your organisation] shall either:

1. Delegate Health & Safety responsibilities to the Manager, or
2. Initiate the election of a Health & Safety Representative if they employ 20 or more workers, and/or may
3. Establish a Health & Safety Committee where requested or required (for those who employ 20 or more workers). This may not be deemed necessary or practicable for all organisations.

The Health and Safety Representative will:

* Implement the Health and Safety Plan;
* Comply with and contribute to The Kollective’s development of a Hazard Register for the The Kollective’s site and will develop a hazard register for any other venues [Your organisation] uses outside of The Kollective (including travel to and from those sites).
* Ensure that all practicable steps are taken to protect workers, visitors, clients, and the general public from harm.

[Your organisation] will also:

* Create and maintain a safe working environment;
* Ensure that at least one worker holds a current First Aid Certificate.
* Be proactive in identifying and controlling hazards;
* Ensure workers are consulted with, and are given the opportunity to participate in health and safety management;
* Ensure union and other employee representatives are consulted regarding health and safety management;
* Provide appropriate orientation, training and supervision for all new and existing workers;
* Ensure there is an effective method for identifying hazards that workers and visitors can use;
* Ensure that procedures are into place to deal with all foreseeable emergencies that may arise in the workplace;
* Ensure that audits of health and safety are regularly carried out and that workers are kept informed of health and safety issues as they arise;
* Require contractors to ensure that no action or inaction on their part will harm any other person; and
* Maintain an accurate recording, reporting and investigation of incidents/accidents.

All workers have individual responsibility for health and safety. The expectation is that all will:

* Take reasonable care for their own health and safety;
* Ensure that no action or inaction on their part endangers themselves or others;
* Comply as far as is reasonably possible with any reasonable instruction given by the Manager or Trustees of [Your organisation] to comply with the Act and/or Regulations;
* Cooperate with any reasonable [Your organisation] policy or procedure relating to the health and safety at the workplace;
* Contribute to developing and managing health and safety procedures;
* Bring health and safety issues to the attention of the Manager/Health & Safety Representative;
* Understand and comply with health and safety policies and procedures;
* Follow standard procedures for dealing with hazards and accidents; and
* Report all accidents/incidents to the Manager immediately.

# Review

This policy will be reviewed once every two years unless a change in legislation requires an earlier update..

The following standard documents are held in the [Your organisation] office:

* + 1. Accident Report Forms
    2. Incident/Accident Register
    3. Hazard/Risk Identification Register

1. **Duty Holders**

A duty holder is a person who has a duty under HSWA[[1]](#endnote-1). There are four types of duty holders:

**A PCBU** is a ‘person conducting a business or undertaking’. A PCBU may be an individual person or an organisation. This does not include workers or officers of PCBUs or volunteer associations. A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the ‘primary duty of care’.

**An officer** is a person who occupies a specified position that allows them to exercise significant influence over the management of the organization, such as company directors and chief executives. Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.

**A worker** is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor, sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homeworker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (eg managers are workers too).

**Examples of other persons** at workplaces include workplace visitors and casual volunteers.

**IMPORTANT: All accidents and hazards at work must be reported immediately.**

**THERE ARE NO EXCEPTIONS**

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| **Date Approved:** | **9 May 2024** |
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| **Approved by:** | **Board** |

1. Summary from [Worksafe Managing H&S Guide](https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/introduction-hswa-special-guide/) [↑](#endnote-ref-1)