

# Health and Safety Policy

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## 1. Purpose

The [Health and Safety at Work Act 2015 \(HSWA\)](#) is New Zealand’s workplace health and safety law. It has been created to ensure that we all work together to reduce our work-related risks and get home safely. SPCA have a [Health and Safety Policy Statement](#) that clarifies responsibilities of individuals and the organisation under “The Act”. This Health and Safety Duties Policy document gives clear instructions on how those responsibilities can be met by both SPCA and its’ workers (you).

## 2. Scope

Applies to all SPCA workplaces and workers.

## 3. Definitions

This document uses terms adopted by “The Act”. Below are definitions of those terms, which will also identify what term would be used to describe yourself, and/or your role in relation to “The Act”. It is worth noting that all employees and volunteers are considered workers under “The Act” and throughout this document.

**“The Act”:** [Health and Safety at Work Act 2015 \(HSWA\)](#)

**Worker:** An individual who carries out work as an employee, labour hire company worker, apprentice, trainee, outworker, person undertaking a work trial or work experience or a volunteer worker. *This applies to everyone at SPCA.*

**Officer:** An individual in the workplace who is in a position that allows them to exercise significant influence over the management of the business. *This applies primarily to the CEO at SPCA.*

**PCBU:** A person conducting a business or undertaking (*in this case, SPCA*)

**Notifiable Event:** A [notifiable event](#) is when any of the following occurs as a result of work:

- a death
- a notifiable illness or injury – often requiring hospitalisation
- a notifiable incident – where people’s health and safety is seriously threatened or endangered as a result of a work situation

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## 4. Legislation

SPCA and its' workers must comply with "The Act", regulations, codes of practice and industry standards. The relevant sections of "The Act" are detailed below.

### **4.1 Under [Section 36](#), the duty of a PCBU (SPCA) is as follows:**

- ensuring the health and safety of workers, and others in the workplace
- providing and maintaining a **work environment that is without risks** to health and safety
- providing and maintaining **safe plant and structures**
- providing and maintaining **safe systems of work**
- ensuring the **safe use, handling and storage of plant, structures and substances**
- providing **adequate facilities** for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- **providing any information, training, instruction, or supervision** that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- **monitoring the health of workers** and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

Individual responsibility is more important under the current Health and Safety at Work Act than ever before, and as such you must be aware of your responsibilities as set out below.

### **4.2 Under [Section 44](#), the duty of an Officer (CEO) is as follows:**

- ensuring the PCBU exercises due diligence to ensure that the PCBU complies with their duties and obligations. In order to exercise due diligence, an officer must:
  - acquire, and keep up to date, knowledge of work health and safety matters; and
  - gain an understanding of the nature of the operations and the risks associated with those operations; and
  - ensure that the PCBU has:
    - appropriate resources and processes to eliminate or minimise risks
    - appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
    - processes for complying with any duty or obligation of the PCBU under this Act.

### **4.3 Under [Section 45](#), the duty of a Worker (All employees and volunteers) is as follows;**

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and
- co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

For the full Health and Safety at Work Act 2015 – click [here](#)

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## 5. Responsibilities

Further to the legislation, specific responsibilities have been set out for individuals to ensure compliance. These responsibilities apply to everyone as listed below.

### **5.1 All workers (YOU) must:**

- Take reasonable care of your own health, wellbeing and safety, and take reasonable care that what you do or do not do, does not adversely affect the health and safety of other people
- Use Personal Protective Equipment (PPE) as instructed and appropriate to tasks carried out, and report any damage or loss
- Report all workplace accidents, injuries, illnesses, incidents, near hits, risks and unsafe practises to your supervisor using the appropriate methods (e.g. online reporting system - Vault, as well as immediate voice contact for any significant event or risk)
- Complete all training assigned in the timeframes provided
- Cooperate with any reasonable workplace health, wellbeing and safety policies and procedures
- Comply with any reasonable health, wellbeing and safety related instruction or role related task given
- Work with your supervisor on a Return to Work plan if you are injured and require gradual return to normal duties
- Speak up if you feel yourselves or others are at risk in the workplace
- Engage in all health, safety and wellness initiatives as directed by SPCA

### **5.2 Health and Safety Representatives (HSR) and committee members must:**

- Undertake any specific training as directed
- Participate actively in Health and Safety Committee (HSC) Meetings
- Assist in the investigation of reported events as required
- Ensure your colleagues are aware of your role as a HSR or committee member, and actively promote safety in the workplace
- Ensure your workplace is effective in its implementation of safe systems of work
- Regularly analyse data provided on reported incidents and risks
- The Chairperson will furthermore (in relation to HSC meetings):
  - Convene regular meetings, ensuring that members receive an agenda prior to those meetings, and can request additional items to be discussed
  - Ensure committee business is conducted according to accepted practice
  - Ensure minutes are completed and distributed publicly to all workplaces represented by the committee, and to the National Health and Safety Advisor, who will upload them to Vault

### **5.3 Managers and Supervisors must:**

- Ensure all your workers, contractors and relevant visitors are inducted to the health, wellbeing and safety policies and procedures relevant to their role
- Ensure all your workers participate in health, wellbeing and safety training relevant to their role and relevant equipment is used
- Ensure your workers are complying with their health, wellbeing and safety responsibilities

- Ensure the provision of ongoing health, wellbeing and safety related information, training and supervision for workers as required
- Ensure PPE is provided for workers as required
- Ensure you have appropriate HSC representation
- Ensure health, wellbeing and safety issues are routinely discussed at team meetings
- Ensure significant workplace risks are identified, prioritised and managed appropriately, including maintaining Risk Registers for your work area.
- Ensure reported events and risks are managed and investigated appropriately, and in a timely manner, including the completion of Corrective Actions
- Assist in the Return to Work process for any injured, or gradually returning to work, employees alongside your Human Resources Advisor

#### **5.4 The National Health and Safety Advisor must:**

- Lead the development and implementation of the annual National Health and Safety Plan
- Oversee the maintenance of all Health and Safety policies and procedures
- Provide coordination to ensure the effective development, implementation and ongoing review of safe systems of work
- Engage with workers (including appropriate unions and nominated employee representatives) in terms of risk management and the creation of interest and enthusiasm in health and safety
- Ensure systems are in place so regular auditing of safe systems of work can be carried out, including but not limited to:
  - Policies and procedures reviewed and signed off
  - Training documents reviewed and signed off, and records maintained
  - Safety equipment checks and servicing logs are maintained
  - Work practices are reviewed regularly and improved upon
  - Risks are identified, prioritised and reviewed regularly
- Provide data on reported incidents and risks to applicable parties (HSC's, Managers, CEO)
- Regularly report to the CEO on the overall status of the safe systems of work and immediately report all Notifiable Events
- Convene the Duty Holder Review Panel as required and implement actions as determined by the panel

#### **5.5 Senior Leadership Team (SLT) must:**

- Assist in the annual review, development and implementation of the annual National Health and Safety Plan
- Assist in the development, implementation and review of safe systems of work
- Provide leadership to support a team culture of health, wellbeing and safety
- Ensure your workers are complying with their health, wellbeing and safety responsibilities
- Ensure all significant workplace accidents, injuries, illnesses, incidents, near hits and risks are reported, managed, investigated and resolved in a timely manner
- Comply with your individual responsibilities as General Managers and achieve compliance with your health and safety KPI's (Key Performance Indicators) as noted in the National Health and Safety Plan
- Participate in the Duty Holder Review Panel if required

### **5.6 Chief Executive Officer (CEO) must:**

- Approve and monitor the annual National Health and Safety Plan
- Ensure the development, implementation and review of safe systems of work
- Approve all health, wellbeing and safety policies and procedures
- Support all worker's participation in health, wellbeing and safety
- Show a commitment to supporting the safe and early return to work of injured workers
- Secure sufficient resources to support health, wellbeing and safety requirements in general and the implementation of corrective actions as required
- Provide regular reports to the Board on the status of the safe systems of work
- Participate in the Duty Holder Review Panel

### **5.7 Duty Holder Review Panel:**

- A Duty Holder Review Panel is responsible for reviewing all [notifiable events](#), and ensuring that appropriate action is taken to prevent similar events happening in the future
- The Duty Holder is the National Health and Safety Advisor, who will determine which events are notifiable
- The review panel will consist of:
  - Chief Executive Officer
  - Health and Safety Advisor
  - Senior Leadership Team member (relevant to incident)
  - Up to 2 seconded members, as required
- Outcomes should be SMART
  - Specific
  - Measurable
  - Attainable
  - Relevant
  - Time-Bound

## **6. Compliance**

The requirements listed in this Policy are to ensure the safety and wellbeing of all workers. Workers who do not comply with this Policy may be subject to disciplinary action up to and including termination of employment for serious breaches.

If you do not understand this Policy, ask your manager, a HSR, or the Health and Safety Advisor to explain it to you.

## **7. Review**

This policy and procedure will be reviewed on a 2 yearly basis to ensure that any changes to the relevant legislations are taken into account as appropriate.

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## 8. Policy Contacts

### CONTACTS

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