



## GBWCT HEALTH & SAFETY POLICY

### PURPOSE

The health, safety and welfare of workers and students is of prime importance at the GBWCT, and it is the Workcentre's intention to meet the legislative requirements, and to strive for excellence in health and safety management.

### 1. Overview

The **Golden Bay Workcentre Trust (GBWCT)** will take all practicable steps to ensure the safety of staff, trust members, volunteers, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

### 2. Rationale

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

### 3. Guidelines and Procedures

Every person employed by the **GBWCT** 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 applies to all.

The **GBWCT** 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 various H&S Policies and all associated procedures and guidelines;

- 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 the **GBWCT** to systematically identify and control all hazards in the workplace. Where there are significant hazards the **GBWCT** will take all practicable steps to:

Eliminate the hazard, OR

Minimise the hazard

Where the hazards may only be minimised, the **GBWCT** will ensure:

- Protective equipment is provided and used by all workers, at all times necessary.
- 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.

#### 5. Hazard Identification

Hazards will be identified using the 9 point hazard analysis assessment tool:

1. Could people come into contact with an energy source?
2. Could people come into contact with a hazardous substance
3. Could someone be struck by something, or strike against something?
4. Could someone be caught in, on, or between something?
5. Could someone slip, trip or fall, from ground level or above?
6. Could someone be injured by a design flaw?
7. Could someone be at risk from a sprain or strain injury (heavy lifting etc)?
8. Could someone be at risk from the behavior or actions of another person (violence, abuse, bullying etc)?
9. Could someone be at risk of emotional or psychological harm while carrying out the duties associated with their role (stress, burnout, etc)?

These hazards will be identified during routine property and maintenance checks carried out by the Safety Officer/H&S Administrator, through regular information sharing (informal meetings, staff meetings, performance reviews etc) and through incident/accident reporting.

## 6. Health and Safety Responsibility

The **GBWCT** shall employ a Health & Safety Administrator.

The Health and Safety Administrator will:

- Carry out the duties associated with the management and Administration of H&S for the **GBWCT**;
- Develop and publish a Hazard Register for the **GBWCT** site and its satellite offices, (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.

The **GBWCT** will also:

- Create and maintain a safe working environment;
- Ensure that at least one worker for each service department 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;
- Provide appropriate orientation, training and supervision for all new and existing workers (staff induction);
- Ensure there is an effective method for identifying hazards that workers and visitors can use;
- Ensure that procedures are in 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 the **GBWCT** to comply with the Act and/or Regulations.
- Cooperate with any reasonable policy or procedure that **GBWCT** 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 Officer;
- Understand and comply with health and safety policies and procedures; and
- Follow standard procedures for dealing with hazards and accidents.
- Report all accidents/incidents to the Manager immediately.

## 7. Incident Reporting

All identified hazards, incidents, accidents and near misses **MUST** be recorded using the form provided (in blue folder above Office Worker desk). These incident reports must be sighted by the GBWCT Manager, and will be reviewed by H&S Administrator, Safety Officer, and GBWCT Manager for investigation and resolution.

In the case of a 'Notifiable Event', including cases of serious harm, the GBWCT Manager will report these to WorkSafe NZ and/or to any other relevant external organisations (MSD, MoE).

A notifiable event means any of the following events that arise from work:

- a) the death of a person; or
- b) a notifiable injury or illness; or
- c) a notifiable incident.

A notifiable injury or illness includes:

- Any injury or illness that requires a person to have immediate treatment (other than first aid), i.e. a serious burn, or a head injury.
- An injury or illness that requires (or would usually require) a person to be admitted to a hospital for immediate treatment.
- An injury or illness that requires (or would usually require) a person to receive medical treatment within 48 hours of exposure to a substance.
- A person contracts a serious infection, becoming symptomatic in the workplace, or to which the carrying out of work is a significant contributing factor.

Serious harm is identified by Section 23 of the Health and Safety at Work Act 2015 (Meaning of Notifiable Injury or Illness). For more information please see page 20 of the Health and Safety at Work, Quick Reference Guide (bound copy above Office Worker Desk).

**IMPORTANT: All accidents and hazards at work must be reported immediately. THERE ARE NO EXCEPTIONS.**

The following standard documents are held in the **GBWCT Front Office**:

- Incident/Accident Report Forms **in blue folder above Office Workers Desk**
- Incident/Accident Register **in blue folder above Office Workers Desk**
- Health and Safety at Work, Quick Reference Guide **on shelf above Office Workers Desk**
- Hazard Register **in blue folder above Office Workers Desk**
- Risk Management Folder **in blue folder above Office Workers Desk**
- GBWCT Emergency Procedures **bound copies in each room.**

#### **Associated Documents**

STA3 – H&S Policy for Staff

STU3 – H&S Policy for Students

#### **Roles and Responsibilities**

<b>Role</b>	<b>Name</b>	<b>Contact</b>
GBWCT Manager	Alli Gardener	03 525 8099
H&S Administrator	Cait Tomlinson	03 525 8099
Safety Officer	Simon Shaw	021 155 7196