

District Wide Health and Safety Policy	
Type: Policy	
Issued by: Group Director of Operations	Version: 4.0
Applicable to: Health New Zealand Te Whatu Ora – Capital, Coast and Hutt Valley	Contact person: Health and Safety Delivery Manager
Document Owner: Health and Safety Delivery Manager	Senior Document Owner: Health and Safety Delivery Manager
Lead District: Capital, Coast and Hutt Valley	

Purpose

1. Health and safety is everyone’s responsibility. Health New Zealand | Te Whatu Ora Capital, Coast and Hutt Valley (Capital, Coast and Hutt Valley) commits to provide and maintain a safe and healthy environment for our workers and other persons.
2. Capital, Coast and Hutt Valley commit to complying with health and safety in accordance with our obligations under the Health and Safety at Work Act 2015 (HSWA), including regulations under the HSWA, safe work instruments, codes of practice, standards, and safe operating procedures.
3. The purpose of this Health and Safety Policy (Policy) is to set out accountabilities and responsibilities with respect to the provision of a safe and healthy workplace environment at Capital, Coast and Hutt Valley.

Scope

4. This policy applies to all Capital, Coast and Hutt Valley workers.
5. This includes workers not working in direct contact with patients/consumers. Workers are taken to include anyone engaged in working for or on behalf of Capital, Coast and Hutt Valley. This may include but is not limited to:
 - Employees irrespective of their length of service
 - Agency workers
 - Self-employed workers
 - Volunteers
 - Consultants
 - Third party service providers and any other individual or suppliers working for Capital, Coast and Hutt Valley including personnel affiliated with third parties, contractors, sub-contractors, temporary workers and volunteers
 - Students

Document author: Health and Safety Delivery Manager		
Authorised by: Group Director of Operations		
Issue date: 9 September 2024	Review date: 9 September 2025	Date first issued: 22 Dec 2008
Document ID: 1.3116	Page 1 of 6	

Definitions

6. The following definitions are used for the purpose of this Policy:

Due diligence	An officer must make sure Capital, Coast and Hutt Valley, as a “person conducting a business or undertaking” (PCBU) has appropriate systems of work. They must also actively monitor and evaluate how health and safety is managed within the organisation.
Hazard	A hazard is a potential source of harm to physical or psychological health. It can include equipment, work environments and conditions that may impact, or a person’s behaviour where that behaviour has the potential to cause death, injury, or illness to a person.
Health and Safety Representatives	Health and Safety Representatives (HSRs) are elected by the workers of Capital, Coast and Hutt Valley to represent them on health and safety matters. HSRs represent and assist with health and safety matters, monitor, investigate H&S risks and complaints, and can exercise functions and powers where there is a risk to health and safety under the HSWA.
Incident	When someone has been exposed to a risk to their health and safety due to an unplanned or uncontrolled work event, resulting in harm, or potential harm (e.g. near miss or security event) to a person or property.
Near Miss	An incident that did not harm anyone but in different circumstances could have.
Officer	A person who has the ability to significantly influence the management of a PCBU. This includes, for example, senior leaders and Board members. Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.
Other Persons	These are people who are present at a workplace but are not workers. This includes visitors and casual volunteers. Other persons must make sure their actions do not harm themselves or others and must follow any reasonable instructions given to them by a worker or PCBU.
Person Conducting a Business or Undertaking (PCBU)	A person conducting a business or undertaking (PCBU) that has a primary duty of care or responsibility for the health and safety of workers and others influenced by its work. Health New Zealand Te Whatu Ora is a PCBU.
Risk	A combination of exposure to a hazard (a source of harm), the likelihood of harm occurring and the consequences (degree of harm) if it occurs. Critical risks are those that have the potential to cause serious illness, injury or death. Effective risk management reduces the chance of an accident, illness or exposure, and how impactful the consequences could be.

Document author: Health and Safety Delivery Manager		
Authorised by: Group Director of Operations		
Issue date: 9 September 2024	Review date: 9 September 2025	Date first issued: 22 Dec 2008
Document ID: 1.3116	Page 2 of 6	

Definitions continued:

Workers	Workers are taken to include anyone engaged in working for or on behalf of Capital, Coast and Hutt Valley. This may include but is not limited to: Employees irrespective of their length of service; Agency workers, Self-employed workers, Volunteers, Consultants, Third party service providers and any other individual or suppliers working for Capital, Coast and Hutt Valley Districts, including personnel affiliated with third parties, contractors, sub-contractors, temporary workers and volunteers, Students
----------------	---

Roles and responsibilities

7. **Senior Leaders** (including Officers under the HSWA, 2015), will promote and lead health and safety by example, taking reasonable steps to:

- set clear health and safety expectations with their teams and related stakeholders.
- consult, and engage with our workers, union partners and other stakeholders on health and safety matters.
- acquire knowledge about work health and safety matters and keep up-to-date;
- gain an understanding of the operations of the organisation, and the hazards and risks generally associated with those work activities;
- ensure the organisation has, and uses, appropriate resources and processes to eliminate or minimise those risks;
- ensure the organisation has appropriate processes to report and record information about incidents, hazards, and risks, and for responding in a timely way to that information;
- ensure that the organisation has appropriate resources to invest in initiatives that actively promote health and safety within the workplace; and
- ensure that processes are in place to comply with any duties under the HSWA, and confirm that those processes have been implemented and are being followed.
- ensure they are properly and regularly informed and updated on matters relating to health and safety governance, performance, modern best-practices, process knowledge, and compliance;

8. **Our Managers** will:

- work in partnership with our people to keep people healthy and safe at work;
- role model positive attitudes towards health and safety and promote safe work behaviour and practices;
- proactively identify and raise areas of risk and take steps to mitigate these;
- respond promptly to any health and safety matters raised with them ensuring that any incidents or near misses are reported, recorded, and investigated;
- discuss health and safety at team meetings, keeping our people regularly informed on health and safety matters and encourage feedback through team forums or Health and Safety Representatives;

Document author: Health and Safety Delivery Manager		
Authorised by: Group Director of Operations		
Issue date: 9 September 2024	Review date: 9 September 2025	Date first issued: 22 Dec 2008
Document ID: 1.3116	Page 3 of 6	

- collaboratively manage recovery from work related injury or illness where necessary in partnership with our people and their supports;
- ensure that all health and safety incidents and risks within their team(s) are accurately reported, recorded and followed up.
- ensure that our people receive a Health and Safety induction and are trained and equipped adequately for their tasks, and for any equipment they use or operate; and
- support completion of training, time and release of resource for Health and Safety Representatives to fulfil the duties and functions of their role.

9. Our People will:

- work together to improve health and safety knowing health and safety is everybody's responsibility;
- take reasonable care for their own health and safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- participate in discussions and opportunities to design or improve health and safety practices at work;
- engage in training and follow correct procedures in the correct use of approved equipment e.g.; wearing personal protective equipment (PPE) if required, as part of work duties;
- inform their Manager, or a Health and Safety Representative/s immediately of any health and safety concerns;
- proactively identify hazards and take steps to minimise or eliminate them, as far as reasonably practicable;
- report any pain or discomfort, including stress as soon as possible to their Manager;
- report and record incidents, including accidents, injuries, near misses as soon as possible.

10. Our Health and Safety Representatives will:

- represent our people on health and safety matters;
- investigate risks and complaints to people's health and safety;
- make recommendations on health and safety;
- monitor health and safety measures taken by the PCBU;
- give feedback to the PCBU about how it is meeting its duties;
- attend regular Health and Safety meetings;
- assist in the reporting of incidents if required, including accidents, injuries and near misses.
- assist in incident investigations where required.

Document author: Health and Safety Delivery Manager		
Authorised by: Group Director of Operations		
Issue date: 9 September 2024	Review date: 9 September 2025	Date first issued: 22 Dec 2008
Document ID: 1.3116		Page 4 of 6

Policy principles

11. Health and Safety is incorporated in policies, procedures, guidelines, job descriptions, employment agreements, and plans to ensure a healthy and safe workplace and to meet the requirements of all relevant legislation, regulation, standards, codes of practice and safe operating procedures.
12. Capital, Coast and Hutt Valley will ensure, so far as is reasonably practicable, the health and safety of all people are not put at risk by its work. This will be achieved by:
 - so far as is reasonably practicable, 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 people 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 the work that is carried out as part of the conduct of the business or undertaking;
 - ensuring the accurate and timely reporting, recording and investigation of all workplace incidents and near misses;
 - monitoring the health of people and the conditions at the workplace for the purpose of preventing illness and injury of people arising from the conduct of the business or undertaking; and
 - ensuring contractors are competent, aware of their health and safety responsibilities and demonstrate a commitment to achieving excellence in health and safety performance.
13. Capital, Coast and Hutt Valley will support injured employees by assisting with their rehabilitation plans to support a safe, durable return to work.
14. Capital, Coast and Hutt Valley will develop and maintain employee participation and engagement practices designed to assist all our people to raise concerns and improve health and safety within the workplace.
15. Capital, Coast and Hutt Valley recognises that HSRs are essential to the success and effectiveness of workplace health and safety and require adequate training, time and facilities to fulfil the functions of their role. This includes allowing HSRs as much time as reasonably necessary to perform their role or exercise powers under HSWA.

Review, evaluation and continuous improvement

16. Capital, Coast and Hutt Valley will strive to ensure continuous improvement in its management of health and safety at all levels and within all areas of the organisation. Annual health and safety objectives will be developed which will be regularly reviewed and monitored.

Document author: Health and Safety Delivery Manager		
Authorised by: Group Director of Operations		
Issue date: 9 September 2024	Review date: 9 September 2025	Date first issued: 22 Dec 2008
Document ID: 1.3116	Page 5 of 6	

Monitoring

17. Health and safety practices within Capital, Coast and Hutt Valley will be measured and monitored through:

- Regular reviews of health and safety policies, procedures and best practice.
- Internal annual ACC AEP self-audits in alignment with National Office requirements.
- Reviews of health and safety compliance, performance and as necessary individual hazards or service issues by the Health and Safety Steering Group and the Health and Safety Committees.
- Internal quarterly health and safety inspections completed by HSRs for their work areas.
- Internal quarterly monitoring by individual departments of their hazard register, including the monitoring of serious hazards/risks.
- Analysis of Safety Quality and Reportable Events (SQuARE) statistics.

Related documents

- Policy Statement Capital, Coast and Hutt Valley, June 2024
- Health and Safety at Work Act 2015
- Accident Compensation Act 2001
- Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
- Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

Document author: Health and Safety Delivery Manager		
Authorised by: Group Director of Operations		
Issue date: 9 September 2024	Review date: 9 September 2025	Date first issued: 22 Dec 2008
Document ID: 1.3116		Page 6 of 6