

<b>Policy No:</b>	<i>Cz-1.1-1.1</i>	<b>Version No:</b>	<i>V 5</i>
<b>Policy Title:</b>	<i>Health and Safety Policy</i>	<b>Version Issue Date:</b>	<i>April 2016</i>
		<b>Original Issue Date:</b>	<i>May 2008</i>
<b>Policy Owner:</b>	<i>Competenz Board</i>	<b>Review Date:</b>	<i>April 2018</i>

## **Policy Statement:**

Competenz believes that the Health, Safety and Wellbeing of our workers, and visitors is paramount. The Board and Leadership team are committed to providing an active and consultative programme covering all aspects of Health, Safety and Wellbeing in the Competenz workplace, including our contracted obligations to the ATNZ Trust.

## **Scope:**

All workers, and visitors of Competenz.

## **Purpose:**

To ensure Competenz provides a safe, healthy work environment and practices that Comply with current New Zealand health and safety legislation and specifically the HSAW act 2015.

## **Definitions:**

### **Worker:**

Means an individual who carries out work in any capacity for a PCBU, including work as an:

Employee, contractor/subcontractor, employee of a contractor or subcontractor, employee of a labour hire company who has been assigned into a business or undertaking, outworker, apprentice or trainee, person gaining from work experience or undertaking a work trial, volunteer or person of other prescribed class.

**PCBU:** Means a person conducting a business or undertaking alone or with others and whether or not the business is for profit or gain

## **Policy:**

The Board has overall responsibility of Health and Safety; the execution and implementation of this policy. Overall responsibility for providing and maintaining a safe, and healthy work environment rest with the Chief Executive Officer. Managers, supervisors of workers and others in positions of responsibility that share the accountability for managing health and safety within their areas of control as an integral part of their day-to-day activities.

Competenz goal of a safe and accident/incident and injury free environment will be achieved through the following responsibilities:

### **The Board:**

Shall exercise due diligence by:

- Demonstrating visible leadership in health and safety ;
- Understanding the key risks and impacts to the business;
- Monitoring and reviewing Health and Safety management plans and outcomes and making recommendations to achieve best practice;
- Reviewing significant and high risk incidents to ensure effective implementation of corrective actions;

### **Chief Executive:**

- Provide visible leadership in Health and Safety and actively promote a health and safety culture within the business;
- Ensure the Leadership Team are committed to Health and Safety ;
- Actively engage in Health and Safety, taking all practicable steps to mitigate risks in the business;
- Ensure that adequate resources exist to deliver the Health and Safety management plan;
- Ensure access to training and health and safety information;
- Monitoring the implementation of the Health and Safety management programme ;
- Attend Competenz and ATNZ Health and Safety Committee Meetings at least once a year.

**General Manager, People and Culture** (reporting directly to the Chief Executive):

- Provide visible leadership in Health & Safety , ensuring that direct reports are committed to best practice principles in Health and Safety.
- Ensure that serious harm incidents are reported to Worksafe as fast as possible after notification with a written report due within 48 hours if requested
- Ensure physical and financial resources are available to achieve the Health and Safety management plan;
- Develop capable people by providing health and safety information , education and training;
- Participating in Health and Safety committee meetings and providing feedback and guidance where required;
- Promote acknowledgement of achievements of well performing teams or individuals;
- Oversee implementation of corrective and/or improvement actions.

**Leadership Team / Management** (including ATNZ Account Managers):

- Demonstrate visible leadership in Health and Safety and actively promote in the business;
- Take every practical step to provide and maintain a safe, healthy and accident/incident free work environment ;
- Conduct our operations in compliance with all applicable legislation, licenses, codes of practice and industry standards;
- Encourage and support the continuous improvement of all aspects of Health and Safety in the workplace by setting measurable objectives and targets;
- Ensure accountabilities and responsibilities for health and safety of team members are clearly defined and communicated;
- Ensure that all workers are made aware of the hazards in their work area and are adequately trained to enable them to perform in a safe manner;
- Identify and assess hazards and control risks (eliminate, substitute, isolate and engineer all hazards) to prevent any injury, illness or damage;
- Actively encourage recording and reporting of all workplace accidents/incidents, illness and injuries, to ensure that appropriate plans can be formulated to take corrective action;
- Ensure an investigation is carried out of all accidents/incidents to establish the cause and determine what steps can be taken to prevent the accident or incident recurring;
  - Comply with the Rehabilitation Policy including, encouraging and supporting the safe and early return to work of injured employees.

**Workers:**

- Have a duty to take care of their own health and safety and others affected by their actions at work;
- Comply with applicable legislation, licenses, codes of practice and industry standards;
- Comply with all safety procedures and guidelines and follow safe systems of work in such a manner as to eliminate injuries;
- Ensure that all hazardous unsafe conditions are reported to their supervisor immediately and promptly complete a Hazard Report Form;
- Immediately notify supervisors of accidents/incidents, or injuries/illness and promptly complete an accident-incident report Form;
- Participate in health and safety training arranged to support the implementation of this policy;
- Use all provided personal protective clothing and equipment (PPE);
- Cooperate in any return to work plan developed for injured personnel. Health and Safety Committee :
- Foster positive health and safety management practices in the business;
- Engage, encourage and support employee's participation in Health and Safety;
- Advise Competenz of any hazards in the workplace and discuss ways to deal with the hazards;
- Consult with Worksafe inspectors on health and safety issues;
- Promote the interests of workers on all health and safety issues;
- Promote the interests of workers who have been harmed at work, including their rehabilitation and return to work;

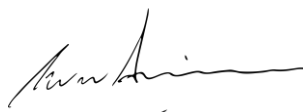
The Health and Safety Committee shall be comprised of members elected bi-annually from all parts of the business throughout Competenz. Members of the committee shall be co-opted as required for projects. The General Manager, People & Culture in consultation with The Board, Leadership Team and Worker Representatives will review this policy for continuous improvement annually.

**Fiona Kingsford CEO Competenz**



**Date: April 2016**

**Mike Simm Chairman Competenz Board**



**Date: April 2016**