### Policy overview

1. **Purpose/Principles**

   1.1 The Chief Executive and Senior Management Team are committed to meeting its obligations under the Health and Safety in Employment Act 1992 and will ensure the provision of a safe and healthy environment for employees, students, contractors and visitors.

   1.2 The Polytechnic understands to ensure effective health and safety management this commitment will only be achieved by providing strong and positive leadership with respect to Health and Safety and the continuous improvement of systems, procedures and practices through the provision of the necessary resources.

   1.3 The Polytechnic has an expectation that every person who is affiliated with our organisation accepts personal responsibility for ensuring the safety and well being of themselves and those that are involved in or affected by the Polytechnic’s activities.

   1.4 The purpose of this policy is to set out the accountabilities and responsibilities of employees with respect to the provision of a safe and healthy work environment.

2. **Scope**

   This policy applies to every employee, student, independent contractor or visitor to the Bay of Plenty Polytechnic.

3. **Definitions**

   - **Employer**: Chief Executive of Bay of Plenty Polytechnic
   - **Excellence**: Excellence in terms of Health and Safety means “conformance to regulations, codes of practice and industry guidelines” (Ref Health and Safety in Employment Act and its amendments)
   - **Accident**: An event that causes any person to be harmed
   - **Critical Incident**: A serious incident that can prevent the Polytechnic from continuing normal business operations. This can happen at...
any time. Disaster can range from a fire or explosion to a serious computer malfunction or information security incident. (Ref Business Continuity Plan)

**Harm**
Illness, injury or both

**Hazard**
An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance whether arising or caused within or outside a place of work that is an actual or potential cause or source of harm. This also includes a situation where a person’s behaviour may be an actual or potential cause or source of harm (whether to themselves or others) and will also include a situation where this behaviour is a result of physical or mental fatigue, drug, alcohol, traumatic shock, or another temporary condition that affects a person’s behaviour. A situation with the potential to cause loss, either by harm to people or damage to property

**Healthy**
Free from harm; and health has a corresponding meaning

**Incident**
Any event that causes or could have caused harm to any person

**Independent Contractor**
An Individual or Company/Organisation that supplies services to the Polytechnic under a Contract for Services

**Manager**
Any employee of the Polytechnic with the authority to supervise other employees and/or visitors, and/or contractors at the Polytechnic

**Senior Managers**
Members of the Management Forum

**Safe**
In relation to a person, means not exposed to any hazards: and in every other case, means free from hazards

**Serious Harm**
Any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function: respiratory disease; noise-induced hearing loss; neurological disease; cancer; dermatological disease; communicable disease; musculoskeletal disease; illness caused by exposure to infected material; decompression sickness; poisoning; vision impairment; chemical or hot-metal burn of eye; penetrating wound of eye; bone fracture; laceration; crushing; amputation of body part; burns requiring referral to a specialist medical practitioner or specialist outpatient clinic; loss of consciousness from lack of oxygen; loss of consciousness, or acute illness requiring treatment by a medical practitioner from absorption, inhalation, or ingestion, of any substance; any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm’s occurrence. (Ref Health and Safety in Employment Act, 1992)
4. Policy

4.1 Employer responsibilities

It is the Employer’s responsibility to ensure a safe and healthy work environment. Specifically the Employer will:

4.1.1 Meet our obligations under the Health and Safety in Employment Act 1992 and its amendments, the Health and Safety in Employment Regulations 1995, and commitment to comply with all relevant legislation, statutory/regulatory standards, applicable Codes of Practice, Industry “Best Practice” guidelines and safe operating procedures.

4.1.2 Provide active leadership and commitment to health and safety policies and procedures.

4.1.3 Ensure that appropriate resources are allocated to health and safety.

4.1.4 Set annual health and safety objectives and performance criteria for the Polytechnic.

4.1.5 Annually review health and safety objectives and performance against these objectives.

4.1.6 Maintain an effective programme to ensure that all workplace hazards are systematically identified and appropriate measures introduced to control these hazards.

4.1.7 Ensure prospective employees skills and qualifications are assessed to ensure, amongst other requirements, they have the necessary skills and experience to carry out the new position and responsibilities in a safe manner.

4.1.8 Provide supervision and relevant on job training for employees who do not have all the necessary skills, information and experience to carry out the job in a safe manner. Relevant training should be provided as soon as possible during employment and supervision should be provided until it is verified the employee is competent and safe to undertake the job.

4.1.9 Require the accurate and timely reporting and recording of all accidents, incidents near misses and injuries and unsafe conditions.

4.1.10 Investigate all reported accidents, near misses, incidents and injuries to ensure all contributing factors are identified and, where appropriate, plans are formulated to take corrective action.

4.1.11 Review accident statistics to ensure the adequacy of hazard controls.

4.1.12 Ensure that all personal protective equipment is supplied and is compliant with relevant New Zealand Safety Standards, is provided to employees as necessary, and that employees are adequately trained in its proper use, maintenance and storage.

4.1.13 Actively encourage the early reporting of any pain or discomfort.

4.1.14 Provide support, treatment and rehabilitation, procedures and plans as required to ensure a safe, early and sustainable return to work for injured employees.
4.1.15 Ensure that consultation takes place with employees, unions and students and that they have the opportunity to participate in the development of health and safety practices and that all relevant documentation relating to health and safety issues is made available.

4.1.16 Ensure that all employees, students, visitors and contractors are made aware of hazards, and their controls, in their areas and are adequately trained to enable them to perform in a safe manner.

4.1.17 Ensure that all Managers and employees are made aware of hazards, and their controls, in their areas when students undertake work projects on the BoPP campus.

4.1.18 Recognition of excellence and innovation in health and safety is recognised

4.2 Other responsibilities

All Managers are required to:

4.2.1 Comply with and ensure that employees in their area of responsibility comply with all statutory/regulatory standards, applicable Codes of Practice, and Industry “Best Practice” guidelines.

4.2.2 Understand health and safety management issues relevant to their role and area of responsibility

4.2.3 Collaborate in the review of health and safety responsibilities with their senior manager

4.2.4 Ensure that all equipment, substances and work systems used are suitable for their intended purpose and take all reasonable and practicable steps to meet safety requirements.

4.2.5 Ensure that robust induction, internal/external health and safety training both role/task specific and general, including information, instruction and supervision is provided and renewal dates on certification/registration are followed up.

4.2.6 Provide supervision to new employees or others acquiring on-job experience (eg students, trainees) until they have acquired the appropriate skills and competencies to undertake the job safely. Individuals are not to work unsupervised until these competencies have been demonstrated and assessed by a suitably qualified and competent person.

4.2.7 Ensure that contractors and visitors are made aware of safety procedures.

4.2.8 Ensure a prompt response to any health and safety issue which is brought to their attention.

4.2.9 Ensure that all accidents and incidents are investigated and then reported promptly and accurately to the Health and Safety Advisor and area Health and Safety representative.

4.2.10 Assist the Health and Safety Advisor and area Health and Safety representative with serious harm investigations and understand and adhere to the serious harm procedures.
4.3 **Employees and/or Independent Contractors are required to:**

4.3.1 Immediately, or as soon as practical, report all accidents and incidents to their manager, to the Health and Safety Advisor and area Health and Safety Representative.

4.3.2 Carry out their work in a way that does not adversely affect their own health and safety or that of others.

4.3.3 Comply with all Polytechnic Health and Safety policies and procedures.

4.3.4 Undertake relevant and required training and instruction in health and safety related subjects to ensure they are competent to carry out their health and safety responsibilities.

4.3.5 Report, as soon as practicable, any pain or discomfort.

4.3.6 Take an active role in the Polytechnic's treatment and rehabilitation plans to ensure a safe, timely and sustainable return to work if they are injured.

4.3.7 Contractors attending Polytechnic sites are required to fully discharge their responsibilities as defined in law, and outlined in our Contractors’ Health and Safety policy and any related documents.

5. **Procedures**

5.1 The Polytechnic will convene a Health and Safety Committee that will include: union representatives, representatives from each School or area and senior management representatives. The Health and Safety committee will be responsible for the implementation, monitoring, review and planning of health and safety policies, systems and practices in conjunction with the Human Resources Manager.

5.1.1 The Health and Safety Committee will meet monthly to discuss, review and make recommendations regarding health and safety programmes, issues, incidents and related topics.

5.1.2 A review of health and safety management will be undertaken annually to meet the requirements of the Workplace Safety Management Practices (WSMP) audit process using the WSMP Audit Standards as a benchmark for health and safety management at the Polytechnic.

5.1.3 All work areas will be covered in the review and the outcome subsequently tabled at the Health and Safety Committee meeting. Committee members will make recommendations for proactive intervention where applicable to ensure continuous improvement in health and safety management.

5.1.4 Results of the annual WSMP audit will be provided to the Audit and Assurance Committee of Council, employees, and the audit report placed on the intranet under Organisation / Health and Safety.

5.1.5 In the event of a critical incident (CI) that causes serious harm, or affects business continuity the emergency first response team will convene to manage the first stages of the critical incident.

5.1.6 The first response team will report to the CEO and senior managers about the CI.

Hardcopies of this document are considered copies of the original.
Please refer to the electronic source (Hinaki) for the controlled latest version.
5.1.7 Post CI, there will be a review of the events causing the CI and recommendations made to prevent a recurrence.

5.1.8 If the CI is caused by a hazard, this will be added to the relevant hazard management register and control plans developed to manage the hazard.

5.1.9 Responsibilities for managing any CI are outlined in the BoPP Business Continuity Plan and the Critical Incident Procedures.

6 Indicators of Effectiveness

This policy is deemed effective when:

6.1 All employees have an operational knowledge of this policy

6.2 Health and safety management for all work areas is reviewed annually and recommendations are made for continuous improvement; a WSMP Tertiary level outcome is achieved.

6.3 The policy is reviewed every two years as per the processes in this policy and changes made if appropriate

6.4 Managers and employees account for health and safety in performance reviews, as per their job description and responsibilities

6.5 Employees have the opportunity to participate in health and safety management, and training at the Polytechnic

6.6 All incidents, accidents, near misses and critical incidents are reported and investigated and serious harm accidents are managed according to this policy

6.7 Hazards are managed in accordance with this policy and the hazard management procedures and guidelines

6.8 Excellence in Health and Safety by employees, is formally recognised by Managers and Senior Management

<table>
<thead>
<tr>
<th>Related policy, Legislation and Regulations</th>
<th>Related forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Health and Safety Committee Terms of Reference</td>
<td>• Health and Safety Employee Induction Handbook</td>
</tr>
<tr>
<td>• Health and Safety in Employment Regulations 1995</td>
<td>• Hazard Management Procedures and Guidelines</td>
</tr>
<tr>
<td>• Injury Prevention, Rehabilitation Compensation Act 2001</td>
<td>• Bay of Plenty Polytechnic Annual Health and Safety Plan</td>
</tr>
<tr>
<td>• All statutory/regulatory standards, applicable Codes of Practice, and Industry “Best Practice” guidelines</td>
<td>• BoPP Business Continuity Plan, V7, Nov 2010</td>
</tr>
<tr>
<td>• <a href="#">HR09 Health and Safety Employee Participation System Agreement</a></td>
<td>• Critical incident procedures</td>
</tr>
<tr>
<td>• HR13 Health &amp; Safety for External Contractors Engaged in Contracted Works</td>
<td>• Rehabilitation procedures</td>
</tr>
<tr>
<td>• A17 Off-campus activities</td>
<td>•</td>
</tr>
<tr>
<td>• A14 Off-Site / Practical Workplace Training</td>
<td>•</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>• HR15  Return to Work – Rehabilitation</td>
<td></td>
</tr>
<tr>
<td>• Health and Safety Employee Participation System Agreement (Combined Unions)</td>
<td></td>
</tr>
<tr>
<td>• Workplace Health And Safety Management Practices, ACC Audit Standards 1 April 2002 (under review)</td>
<td></td>
</tr>
<tr>
<td>• HR12  Contractors</td>
<td></td>
</tr>
</tbody>
</table>

Hardcopies of this document are considered copies of the original. Please refer to the electronic source (Hinaki) for the controlled latest version.