



Tauawhi Charitable Trust

## OPERATIONAL POLICIES

# HEALTH & SAFETY

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## 1 PURPOSE

Male Survivors Tairāwhiti (MST) Health & Safety Policy (the 'Policy') defines the principles and practice guidelines governing the health and safety of people participating in workplaces operated by MST. Its main purpose is to encourage and guide best practice health and safety behaviours within MST.

## 2 SCOPE

This Policy provides the MST health and safety guidelines for all trustees, employees, contractors, consultants, advisors and volunteers working for or with MST ('workplace participants') to enable or provide support services to male survivors of sexual abuse. It also applies to visitors to workplaces operated by MST.

The Policy is intended to provide a useful framework for identifying, assessing and managing health & safety related risks and resolving health and safety incidents, issues and concerns.

## 3 OBJECTIVES

Applying the Policy will:

- Encourage and enable the establishment and maintenance of a safe and healthy environment for the provision of services by MST;
- Educate MST governance, management and staff regarding the health and safety behaviours required to assure a safe and healthy environment for themselves and those who use their services;
- Provide a useful framework for identifying, assessing and managing organisational health and safety risks and assisting with the effective resolution of health and safety issues and concerns; and
- Assure compliance with the New Zealand legislation and regulations (Health & Safety at Work Act 2015 and any related guidelines provided by the Accident Compensation Corporation ('ACC') and Worksafe NZ

## 4 DEFINITIONS

### Officers

Members of the board of trustees of MST upon whom the Health and Safety at Work Act 2015 imposes a due diligence duty to proactively manage health and safety in their organisations.

MSA	Is the national organisation Male Survivors, Aotearoa New Zealand, which provides advocacy for male survivors and national governance, coordination and representation for all Member Organisations
Governance	Means the Officers of the organisation and includes all members of boards and/or management committees, either elected or appointed as trustees, directors, committee members who have the responsibility and accountability for directing the affairs of the organisation including establishing and maintaining organisational policies.
Managers & Staff	Means any individual engaged as an employee or volunteer by MST to provide, or enable the provision of, services to male survivors of sexual abuse.
Workplace Participants	Includes all MST trustees, employees, contractors, consultants, advisors and volunteers operating within a MST workplace and any visitors, including survivors, clients and their whanau, to those workplaces.
Workers	Includes employees, consultants, contractors or sub-contractors and their employees including apprentices and trainees, work experience people and volunteers.
Work-related Incident	Means the occurrence of any event that exposed people to any significant health and safety risks or any work-related illness, injury or accident, that was resolved without requiring medical treatment.
Work-related Accident	Means the occurrence of any serious work-related illness, injury or accident where resolution required medical treatment.
Notifiable Incident, Accident or Event	An incident (accident or event) is notifiable to Worksafe NZ if it arises out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves exposing people to a dangerous health and safety risk, incident or event
Reference	More information on the health and safety legislation and guidelines, including expanded definitions are available on the Worksafe NZ website:  <a href="http://www.business.govt.nz/worksafe/information-guidance">http://www.business.govt.nz/worksafe/information-guidance</a>

## 5 CORE ELEMENTS

This Policy has three 'core elements' that together express MST's requirement for the establishment and maintenance of a safe and healthy environment for its people

## 5.1 Administrative

Providing an effective organisational health and safety framework by:

- Establishing good practice health and safety policies and practices;
- Clarifying governance, management and staff roles and responsibilities;
- Providing practical systems for recording, assessing and communicating workplace risks; recording and reporting incidents and resolution outcomes; and ensuring that incident analysis results in the updating and implementation of effective prevention (risk management) strategies.
- Implementing relevant health and safety plans (risk management strategies) that require effective monitoring and regular reviews;
- Conducting effective induction and training for all workers so that they can conduct their work in a safe manner and with appropriate supervision;
- Ensuring that organisational policies enable an appropriate return-to-work pathway for any workplace participants who suffer a workplace injury

## 5.2 Educational

Developing a health and safety culture within the organisation by:

- Actively communicating the Policy to all workplace participants – governance, management and staff, contractors and consultants.
- Collaborating with managers and staff to:
  - Identify and assess all health and safety risks;
  - Record, report and investigate all health and safety incidents; and
  - Create risk management and/.or incident resolution plans
- Implementing a system of continuous improvement through:
  - Setting and publishing realistic health and safety goals;
  - Providing a simple and accessible health and safety feedback system including regular health and safety meetings; and
  - Regularly reviewing and updating the Policy to reflect learnings from health and safety outcomes.

## 5.3 Supportive

Committing to the establishment and maintenance of safe and healthy working environments by:

- Ensuring that all workplace participants, including visitors, are:
  - Made aware of all identified health and safety risks by way of induction , site familiarisation and effective workplace communications; and
  - Adequately protected from identified/known health and safety risks; and
  - Appropriately supported to recover from the impacts of workplace accidents.
- Focussing appropriate attention on the core administrative and educational elements of this Policy; and

- Ensuring that this Policy includes all relevant New Zealand legislative requirements, reflects appropriate good practice guidelines and is consistently applied by the organisation.

## 6 ROLES & RESPONSIBILITIES

### 6.1 Governance

Those responsible for the governance of the organisation are required to ensure that;

- This Policy complies with all relevant New Zealand legislation, reflects good practice guidelines and is adequately documented and disseminated;
- The implementation of this Policy has an appropriate and effective governance focus (via a forum, committee or appointed person) that includes implementing effective Policy audits and reviews;
- The organisation's planning processes include the establishment, communication and monitoring of realistic organisational health and safety goals;
- Governance and management meetings have an appropriate health and safety focus as an informative agenda item that ensures issues and concerns have a relevant governance focus;
- All managers are aware of their responsibilities for the implementation of this Policy;
- Proper consideration of health and safety matters are an integral part of the organisation's people management and development policies and practices;
- This Policy is updated to reflect relevant industry and environmental factors and is appropriately informed by learnings from the resolution of health and safety incidents.

### 6.2 Managers

Managers are required to ensure that:

- All staff, volunteer, contractors and consultants are aware of their responsibilities for the implementation of this Policy;
- All workplace participants are adequately inducted and trained to operate safely in the workplace;
- All contractors and consultants are aware of the Policy and have adequate health and safety measures in place;
- An appropriate health and safety risk register is maintained, regularly reviewed and updated and effectively communicated to workplace participants;
- All health and safety incidents are recorded, thoroughly investigated, effectively resolved and reported including any 'notifiable incidents' reported to Worksafe NZ;
- People who suffer workplace accidents are appropriately supported to manage the impacts of their injury including the timely completion of any agreed injury recovery plan;
- Appropriate and current workplace emergency procedures are in place and relevant workplace participants have current first aid competency certificates;

- Governance is always properly informed about organisational health and safety matters through regular reporting on health and safety incidents, issues and concerns and relevant industry updates.

### 6.3 Staff & Volunteers

Staff (including volunteers) also have a critical role to play in establishing and maintaining a safe and healthy workplace by:

- Being familiar with this Policy and personally committed to establishing and maintaining a safe and healthy working environment
- Practising safe work methods by complying with all health and safety procedures and discouraging other workplace participants from working in an unsafe manner
- Accurately reporting, in a timely manner, any unsafe working conditions, and health and safety incidents and any workplace accidents;
- Enabling and assisting as required the rectification of any unsafe working conditions and the resolution of incidents and/or accidents;
- Maintaining and drug and alcohol-free working environment; and
- Being aware of how to assist with workplace emergencies and how and when to seek and engage appropriate medical support.

### 6.4 Contractors & Consultants

Contractors and consultants, as workplace participants, share the responsibilities of maintaining a safe and healthy workplace by:

- Ensuring that they are familiar with this Policy and accept their health and safety obligations as an engaged participant in the organisation's workplace (refer to manager's role in his respect);
- Ensuring that they are appropriately equipped to perform their work in a safe manner and in accordance with this Policy; and
- Accepting that, during the period of their engagement with the organisation, their health and safety obligations mirror the obligations of staff as defined above.

## 7 RISK MANAGEMENT

### 7.1 Policy

The management of organisational health and safety risks falls within the ambit of the MST Risk Management Policy as approved by the Trustees

That policy, which is ISO compliant, which outlines the processes for identifying, assessing and managing health and safety risks can be visually summarised by the following schematic:

Health and safety risks, often referred to as hazards, are to be managed within the above policy framework by:

- Identifying the risk and its related causes (potential risk incidents);

- Assessing (analysing and evaluating) each of the causes to assess the likelihood and severity of a risk incident occurring;
- Rating the risk based on the overall (conservative) assessment of the potential causes: and
- Prescribing an effective management strategy based on the risk rating and in accordance with the Risk Management Policy, which requires a range of actions from no action for VERY LOW risks and compulsory management action for VERY HIGH risks (refer to the relevant policy guidelines).

## 7.2 Risk Register

It is recommended that a health and safety risk register be prepared as a subset of the organisational risk register and that the requirements to manage and report health and safety risks comply with the Risk Management Policy.

That policy requires the active management and regular reporting of all risks rated MEDIUM, HIGH and VERY HIGH.

The risk register should be reviewed and updated:

- At least once per annum as part of the annual organisational risk assessment process;
- As required to admit new risks identified by workplace participants and/or audit reviews; and
- As required in response to learnings from the management of workplace health and safety incidents and/or accidents;

## 7.3 Reviews & Reports

The following table sets out the recommended organisational timetable for health and safety related reviews and reports:

ACTIVITY	FREQUENCY	RESPONSIBILITY
Organisational risks review – health & safety risks	Annual	Governance
Organisational planning – health & safety goals	Annual	Governance
Health & safety risk register reviews	As required to accommodate feedback, new risks, and incident or accident outcomes	Management
Communication of Risk Register Updates	ASAP following the update to all relevant workplace participants	Management

ACTIVITY	FREQUENCY	RESPONSIBILITY
Reporting on the Status of Health and Safety risks	Quarterly	Management
Reporting on Risk Incidents and/or Accidents to Governance and the Workplace community	Quarterly provided that any incidents that represent the occurrence of MEDIUM to VERY HIGH risks should be reported ASAP	Management
Testing emergency procedures	At least annually provided that significant changes in procedures and/or workplace participation may require more frequent testing	Management

## 8 EDUCATION & TRAINING

### 8.1 Training

This Policy assumes that all workplace participants have been adequately trained to complete their work in a safe manner.

It also expects that recruitment and/or performance development activities will identify when additional training may be required, and accepts that there is an obligation on organisational governance and management to ensure that appropriate training is scheduled and completed in a timely manner.

### 8.2 Induction

It is imperative that all workplace participants are properly inducted into the organisational workplace(s) by a suitably qualified manager or duly appointed member of the staff. The induction procedure should be designed to ensure that all workplace participants:

- Understand the organisation's health and safety mandate, have access to a copy of this Policy and are aware of their health and safety obligations;
- Are aware of all relevant health and safety register risks pertaining to their participation in the workplace;
- Can access appropriate education and training where it is determined relevant to enhance their understanding of health and safety requirements and/or or increase their related knowledge or skills;
- Confirm their timely completion of the induction process including the completion of any required education and/or training.

### 8.3 Contractor & Consultants

Contractors or consultants who are engaged to operate within the workplace are also subject to this Policy and its induction requirements. This compliance requirement should be evidenced either by:

- Specific health and safety compliance requirements included in their signed contract of service; or
- The completion of a specific health and safety compliance form acknowledging the agreement to accept their health and safety obligations and responsibilities.

The organisation may require contractors or consultants, as part of their engagement process, to produce evidence of past health and safety performance where this is deemed relevant to the nature of the engagement assignment.

## 9 INCIDENTS & ACCIDENTS

### 9.1 Incident Register

In the event of a **work-related incident, event or accident** the organisational Incident Register must be updated to record:

- The date, time and location of the incident;
- The names of the workplace participants engaged in the incident;
- A brief description of the incident and whether it is notifiable to Worksafe NZ;
- A brief description of how and when the incident was resolved including any requirement for immediate and/or longer-term medical assistance;
- The completion of any incident notification requirements;
- Details of any review of workplace protocols and practices resulting from the investigation of the incident; and
- Any resultant amendments to the Health and Safety Risk Register (risks, causes, ratings and/or management plans) and any recommended modifications to this Policy

### 9.2 Notifiable Incidents

Where the incident (event or accident) is notifiable (refer definitions, the Notification Report should be completed within 48 hours, forwarded to Worksafe NZ as required, and copied to the Officers of the organisation (typically the Board and senior management).

[Refer to <http://www.worksafe.govt.nz/worksafe/notification-forms/notifiable-events>]

### 9.3 Incident Outcomes

All health and safety incidents entered into the Incident Register must be investigated by an appropriately authorised and qualified person from the organisation. Where the incident is notifiable, the investigation should be supervised by an Officer of the organisation who is also a member of the Board or other governance group or committee.



Where, as the result of any work-related incident, any employee is unable to perform their normal duties, the organisation will make such arrangements, including as appropriate working with the Accident Compensation Corporation (ACC). to enable and assist, as far as practicable, the recovery of the employee and their return to work.

## 10 ALCOHOL & DRUGS

MST is committed to operating in a drug and alcohol-free environment and have zero-tolerance for the use of alcohol and drugs in the workplace. Accordingly, the following activities are strictly prohibited:

- The use, sale, transfer or possession of alcohol, drugs or controlled substances by any worker (employee, volunteer, consultant or contractor) while working for MST or within a workplace operated by MST;
- Reporting for work under the impairment of alcohol or drugs and/or having a level of illicit or prescribed drugs present in the worker's system that exceeds the acceptable international standard.

All illicit drugs or controlled substances found within a MST workplace will be handed over to the appropriate authorities.

Serious breaches by any worker of the alcohol and drug provisions of this Policy may result in disciplinary action being taken by MST and could result in the immediate termination of the worker's employment or contract for service.

## 11 EMERGENCY PROCEDURES

MST is committed to developing, implementing and quality assuring workplace-specific emergency procedures that are relevant to the location, type, size and population of the workplace. The priority concern for all emergency procedures is to assure the safety of all workplace participants.

All workers will be adequately trained in the operation of these emergency procedures and the effectiveness of the procedures will be subject to regular testing and review.

Each workplace will have at least one person who has been properly trained and certificated to apply first aid.

Emergency equipment and supplies, which may be required to support response activities, will be readily accessible within the workplace and adequately maintained, and will as a minimum include:

- **Medical:** A first aid kit;
- **Fire:** Appropriate fire extinguishers, fire blanket;
- **Earthquake:** Drinking water (and potentially food store), torches, appropriate communication equipment.

Evacuation procedures and protocols will be developed for all workplaces, periodically tested and reviewed, and clearly communicated to all workers.