

<b>Health and Safety</b>			
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Review Cycle:	2 year cycle		
Applies From:	Immediately		

## 1 Introduction

### 1.1 Purpose

Our Health & Safety Vision:

A safe and healthy workplace at Ara Ltd, for our people, the community, for industry.

Our Health & Safety Mission:

To ensure our workers, students, and others are safe at all times, and to promote and teach best practice health and safety for our community and industries.

This will be achieved with the engagement of all groups through relevant legislation and regulatory guidance, industry “best practice”, an increased focus on building our safety culture and internal processes.

### 1.2 Scope and Application

This policy applies to all workers, students, and others involved in any Ara Ltd activity (on- or off-campus, including placements), and while travelling for work or for an Ara Ltd off-campus activity.

### 1.3 Delegations

- a Ara Ltd must, as far as is reasonably practicable, take steps to ensure the health and safety of workers, students, and others affected by the work that it undertakes.
- b Members of the Board and Te Kāhui Manukura as non-Executive and Executive Officers of Ara Ltd, will in all their work for Ara Ltd conduct due diligence.
- c All managers are responsible for engaging with their workers and students in managing the risks associated with work and ensuring that established health and safety practices (the Health and Safety Management System) are promoted and followed.
- d The Safety and Wellbeing Manager is an advisor and coach on health and safety matters; establishes and maintains the Health and Safety Management System; and provides advice, guidance and assurance to Te Kāhui Manukura.
- e All workers and others (including students and visitors) must take reasonable care to ensure their own safety and the safety of other persons while at work and that no acts or omissions adversely affect the health and safety of other persons.
- f All workers, students and visitors have a duty to report uncontrolled risks, injury or near miss incidents which could have resulted in harm.

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## 1.4 Definitions

- a **DPI:** Discomfort, pain and injury
- b **Harm:** Harm refers to illness, injury or both (not precluding a fatality). It also includes physical or mental harm caused by work-related stress.
- c **Health, Safety and Wellbeing Leadership Group:** will ensure the Ara Ltd H&S Charter vision, mission and principles are embedded into the Ara Ltd HS&W culture.
- d **Health & safety Working Group:** An important mechanism for enabling worker and student engagement, participation and representation in all aspects of H&S at Ara Ltd. The HSWG will meet the intent and functions of a H&S Committee as described in the H&S at Work Act 2015 and regulations.
- e **Notifiable event:** A notifiable injury, or a notifiable incident, or death.
- f **Notifiable injury:** Includes but not restricted to amputation; serious head, eye, and burn injury; de-gloving of skin; spinal injury; serious lacerations; work-related infection; exposure to a substance requiring medical treatment within 48 hours; injury or illness requiring admission to hospital for immediate treatment; occupational zoonosis.
- g **Notifiable incident:** An incident in relation to a workplace that exposes a worker or any person to a serious risk to their health and safety arising from an immediate or imminent exposure to: leakage, explosion, electric shock, escape of gas or steam, fall or release from height of plant or substance. This can include a near miss event.
- h **Reasonably practicable:** That which is, or was, at a particular period of time, reasonably able to be done in the circumstances taking into account and weighing up all relevant matters.
- i **Risk:** The possibility that death, injury, or illness or harm might occur when a person is exposed to a hazard.
- j **Student:** a person formally engaged in learning, especially one enrolled at Ara Ltd.
- k **Worker:** Includes:
- Ara Ltd colleagues
  - contractors or subcontractors;
  - employees of contractors or subcontractors;
  - employees of a labour hire company who have been assigned to work at Ara Ltd;
  - apprentices or trainees working for Ara Ltd;
  - people gaining work experience or undertaking a work trial at Ara Ltd;
  - volunteers; and
  - any other people specified in the relevant legislation.
- l **WorkSafe:** The Crown agency tasked with improving New Zealand's health and safety performance. WorkSafe monitors and enforces compliance with health and safety legislation.

<p><b>Related Ara Ltd Procedures include</b></p> <ul style="list-style-type: none"> <li>• Health, Safety &amp; Wellbeing Leadership Group Terms of Reference</li> <li>• CPP501a Health &amp; Safety Working Group Terms of Reference</li> <li>• Hazard and Risk Management Procedure</li> <li>• CPP501b Accident &amp; Incident Reporting</li> <li>• CPP501c Organisational Resources, Roles and Responsibilities</li> <li>• CPP504a Incident Management Plan</li> <li>• Building Evacuation Procedure</li> <li>• Earthquake Response &amp; Evacuation Procedure</li> </ul>	<p><b>Related Ara Ltd Policies include</b></p> <ul style="list-style-type: none"> <li>• APP301 Student Rights and Responsibilities</li> <li>• CPP110 Legislative Compliance</li> <li>• CPP203 Workload</li> <li>• CPP211 Code of Professional Practice</li> <li>• CPP214 Human Resource Management</li> <li>• CPP503 Property Closure</li> <li>• CPP504 Incident Management &amp; Business Resumption Policy</li> </ul>
<p><b>Related Legislation</b></p> <ul style="list-style-type: none"> <li>• Health and Safety at Work Act 2015 and related Regulations</li> <li>• State Sector Act 1988</li> <li>• Accident Compensation Act 2001</li> <li>• HSW (Hazardous Substances) Regulations 2017</li> <li>• F&amp;E NZ (Fire safety, Evacuation Procedures and Evacuation Schemes) Regulations 2018</li> <li>• Fire and Emergency NZ Act 2017</li> <li>• Civil Defence Emergency Management Act 2002</li> <li>• Machinery Act 1950</li> </ul>	<p><b>Related Other Ara Ltd Documentation include:</b></p> <ul style="list-style-type: none"> <li>• CPP501c Health &amp; Safety Co-ordinators list</li> <li>• Managing Stress booklet</li> <li>• A Guide to the Prevention &amp; Management of Discomfort, Pain and Injury</li> <li>• Health and Safety Employee Participation Agreement</li> <li>• People and Culture Delegations</li> <li>• Student Rights and Responsibilities</li> <li>• Distributed Working Guidelines</li> <li>• Accident &amp; Illness Rehabilitation Tree</li> </ul>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Refer to the Health &amp; Safety site on Waituhi for further procedures/information</li> </ul>	

## 2 Principles

- a. **Leadership:** Demonstrating visible commitment to best practice health and safety and evolving our safety culture.
- b. **Decision-making:** Addressing health and safety is an essential part of decision-making.
- c. **Hazard and Risk Management:** A consultative approach, with monitoring and review, results in effective risk management.
- d. **Engagement:** Systems are in place to ensure effective worker and student engagement in health and safety.
- e. **Training:** The Board, Te Kāhui Manukura and our workers and students receive training to enable the development of a skilled, safe and healthy workforce.
- f. **Reporting and Review:** There is robust, proactive and accurate health and safety reporting and feedback.
- g. **Active Responsibility:** All have a role to play in the health and safety of ourselves and of those around us.
- h. **Education:** Appropriate Health and Safety practice will be embedded into the learning experience of all Ara Ltd students.

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### **3 Associated procedures for Ara Ltd Corporate Policy on: Health and Safety**

Contents:	3.1	Annual Planning
	3.2	Health and Safety Management System
	3.3	Training and Competency
	3.4	Engagement, Participation and Representation
	3.5	Responsibilities of Governance, Management and Workers
	3.6	Responsibilities of Others (including Students and Visitors)
	3.7	Health & Safety Co-ordinators

#### **3.1 Annual Planning**

Planning for health and safety is carried out in accordance with the broader business planning cycle at Ara Ltd. The legislative environment, industry changes and the historical performance of the organisation are some key factors taken into account during the planning process. Annual objectives and plans are considered as part of the Health, Safety and Wellbeing Leadership Group (HSWLG) and Health and Safety Working Group (HSWG) agendas. Progress of agreed plans is monitored. The annual Health and Safety Plan is to be approved by the Ara Ltd Board.

#### **3.2 Health and Safety Management System**

##### **3.2.1 Hazard and Risk Management**

- Ara Ltd will maintain Hazard and Risk registers for the purpose of identification and assessment of work-related safety issues aimed at the elimination or minimisation of risks to health and safety.
- Hazard and Risk registers will be reviewed on an annual basis or when a significant business change occurs.

##### **3.2.2 Incident Management**

###### **First aid**

Facilities are available for Ara Ltd workers, students and visitors, including first aid kits and trained first aid personnel. All workers, students and visitors should familiarise themselves with the identity and location of their closest First Aid Officer and first aid kit.

###### **Incident reporting and investigation**

Prompt, accurate reporting and investigating of incidents in accordance with the established processes enables Ara Ltd to identify the root causes and develop action plans, which contain remedial actions to prevent the incident happening again. The Manager of the area in which the incident occurred is responsible for ensuring the investigation occurs. Lessons learned are then communicated via the Safety and Wellbeing Manager to the appropriate audience. All incidents are recorded in a centralised register.

##### **3.2.3 Emergency management**

Ara Ltd has plans for managing emergencies that may arise in the workplace. The plans are communicated to all workers and others, as well as relevant external parties where appropriate e.g. fire service. These are routinely tested by simulations/drills. The Incident Management Plan for Ara Ltd is consistent with the New Zealand Co-ordinated Incident Management System (CIMS).

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### **3.2.4 Injury Management and Rehabilitation:**

New workers who have an identified condition or previous exposure to excessive noise and/or harmful substances are required to undergo a baseline health assessment e.g. hearing test.

Ara Ltd supports the development of a rehabilitation programme, whenever practicable, as the means for workers with injuries or illness to remain in the workforce or return to the workforce as soon as practicable, to hasten their rehabilitation. This is regardless of whether their injury or illness is work-related. The following principles are central to achieving this objective:

- a. Early reporting and intervention in cases of injury, illness or the inability to perform usual work duties.
- b. Effective liaison between the employer, workers, health professional and case managers.
- c. Short term provision (where appropriate) of modified or alternative duties and reduced hours.
- d. Ongoing documented planning, review and assessment of individual programmes.

### **3.2.5 Contractor Management**

Ara Ltd has contractors that are prequalified, inducted, monitored and evaluated on their health and safety practices that meet or exceed the Ara Ltd health and safety requirements. The Ara Ltd individual who engages the contractor ensures:

- a. Expectations are communicated to contractors;
- b. Contractors are prequalified based on their systems and historical performance;
- c. Known risks are communicated to contractors as part of planning the work via work order, permit to work, inductions and other mechanisms as required;
- d. The performance of contractors is monitored via site inspection programmes, permit to work processes, contractor engagement practices, incident management processes;
- e. The contractor's performance is evaluated quarterly, at the end of their scope of work, or as a result of an incident.

### **3.2.6 Asset Management**

Ara Ltd supplies plant and equipment that is fit for purpose, is supported by training and safe operating procedures, and is maintained.

- a. Procurement processes reinforce the requirement to consider health and safety when planning the purchase of goods.
- b. Facilities Management carry out planned maintenance and routine checking in a systematic manner utilising the BEIMS software.
- c. The Building Warrant of Fitness (BWOFF) and compliance schedules process are administered by the Christchurch City Council on behalf of MBIE. A BWOFF is required annually and makes sure that the specified systems in a building are maintained, inspected and reported.

### **3.2.7 Auditing and Continuous Improvement**

Planned and random audits, and reviews following incidents and other events, can provide opportunity for improvement of the Health and Safety Management System. Ara Ltd is committed to organisational learning and continuous improvement. The

system is checked annually against current external standards such as the Accident Compensation Corporation Work Safety Management Practices (this aligns with the AS/NZS Standards: 4810:2001 Occupational Health and Safety Management Systems).

### **3.2.8 Performance Monitoring and Reporting**

The Safety and Wellbeing Manager will provide monthly reports to the Board, HSWLG and HSWG.

Reporting includes:

- a. Performance against targets agreed by the Board
- b. Progress on the safety culture journey
- c. Progress on system implementation
- d. Outcomes of audits and reviews
- e. Any incidents in the period

The HSWG and Safety and Wellbeing Manager analyse performance and issues arising and make recommendations on improvements to the Health and Safety Management System to HSWLG who incorporate those recommendations into their strategic planning.

## **3.3 Training and Competency**

The Safety and Wellbeing Manager arranges health and safety-related training as the need arises for example: first aid certification, requirements of being a worker representative.

The capability function, as part of People and Culture Division, establishes and maintains capability frameworks and provides assurance that workers have the expertise required for their position.

Ara Ltd ensures:

- a. workers and others have the necessary knowledge and skills to fulfil their responsibilities;
- b. supervision is provided where there is a lack of knowledge and/or experience of the worker or student;
- c. inductions are provided for both workers and others.

Academic programmes reflect changes in the legislative framework and industry practices with respect to health and safety.

## **3.4 Engagement, Participation and Representation**

The HSWG is the primary mechanism for worker and student engagement, participation and representation at Ara Ltd. The Working Group contributes to Ara Ltd achieving best practice safety and health by providing practical recommendations and assistance regarding initiatives and processes as guided and enabled by the Health, Safety & Wellbeing Leadership Group

## **3.5 The Responsibilities of Governance, Management and Workers**

Ara Ltd has defined the various organisational roles and responsibilities in order to support this policy. See attachment CP501c.

## **3.6 The Responsibilities of Others (including Students and Visitors)**

Duties of other persons at workplace: Section 46 of the HSW Act 2015:

*A person at a workplace (whether or not the person has another duty under this Part) must—*

*(a) take reasonable care for his or her own health and safety; and*

*(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*

*(c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations.*

At Ara Ltd, this includes the responsibility to:

- a Report to their tutor or liaison as soon as possible:
  - i all uncontrolled hazards that they encounter
  - ii accidents and other incidents which have or could have resulted in harm.
- b Participate in investigations as requested;
- c Follow all instructions related to evacuations during fire or any civil emergency or closure of Ara Ltd facilities;
- d Use personal protective equipment provided;
- e Undertake training (including inductions) provided by Ara Ltd;
- f Ensure early reporting of any symptoms or concerns that may arise from activities undertaken, as early intervention may be a key factor e.g. DPI, work-related stress;
- g Ensure they are not under the influence of drugs or alcohol.

### **3.7 Health and Safety Co-ordinators**

Each Head of Department or equivalent is represented by one or more Health and Safety Co-ordinators who carry out specified tasks, including local inductions, and provide a point of contact, along with that departments' Manager, for workers raising health and safety issues. Responsibilities are detailed in the Health and Safety Co-ordinator's role description. Health and Safety Co-ordinators are selected by and accountable to their line management.