

<b>POLICY</b>	<b>STATUS</b>	<b>AT</b>	<b>DATE</b>	<b>DOC ID</b>
<i>Health and Safety Policy</i>	<i>Approved</i>	<i>Aileen Lawrie in consultation with staff</i>	<i>31 January 2018</i>	<i>A129803</i>



**OPOTIKI DISTRICT COUNCIL**

# **HEALTH AND SAFETY POLICY**

## **PURPOSE**

Ōpōtiki District Council is committed to providing the highest level of protection to workers, contractors, volunteers of Council and all other people who are influenced by our work, including all visitors to Ōpōtiki District Council and its associated sites.

Alongside this commitment to health, safety and wellbeing the Health and Safety at Work Act 2015 (HSWA) requires Council as far as is reasonably practicable to ensure the health and safety of:

- Workers, including council's contractors and subcontractors, and their workers who are performing work on behalf of Council
- Workers whose work activities are influenced or directed by Council
- Other people who could be put at risk by the work, or business of Council

## **POLICY**

### **Responsibilities**

We all have a vital role to play in ensuring safe work practices and a healthy working environment. At Council:

- Every manager, supervisor or foreperson has a responsibility to provide a healthy and safe workplace for workers, or other persons influenced by their areas of work.
- Every worker, employees, contractors, sub-contractors of the Ōpōtiki District Council must take reasonable care to ensure the health and safety of themselves and others.
- Workers (including contractors and volunteers), and all other persons have a responsibility to adhere to safe work practices, rules and instructions to ensure their own and other persons' protection from harm.

### **Implementation**

To ensure a healthy and safe working environment, management in consultation with the Council Health and Safety Committee and Council employees will develop and maintain a Health and Safety Management System. Specifically, management will:

- Provide leadership and encourage commitment in all work areas to health, safety and well-being
- Meet the obligations under the Health and Safety at Work Act 2015 (HSWA), its Regulations, approved Codes of Practice, and Worksafe information, guidance and advice
- Annually review health and safety objectives and managers performance

- The responsibilities of all workers (employees, and contracted workers) will be reinforced by appropriate clauses within the relevant contracts, manuals and procedures
- Provide equipment, materials and appropriate clothing to support safe work practices
- Provide induction, training and supervision in the use of materials, equipment and plant
- Hazard identification, risk management and event reporting will be actively encouraged and maintained
- Investigate all events to identify all contributing factors and, where appropriate, corrective action or improvement
- Establish and enforce safe working policies, practices and emergency procedures
- Undertake safety audits (monitoring of the workplaces) to ensure that policies, procedures and safe work practices are being followed
- Implement independent auditing of the workplace to ensure a fresh set of eyes overview our health and safety systems and practices
- Encourage workers and enable them to participate in health and safety matters that may directly affect them, their colleagues, or other persons
- Promote the interest of workers in a health and safety context generally, and in particular, those workers who have been harmed at work, including in relation to arrangements for rehabilitation and return to work
- Provide for fair and effective workplace representation, consultation, co-operation, and resolution of issues
- Encourage and support the appointment of health and safety representatives and the activities of the Health and Safety Committee.

### **Health and Safety Committee**

The Health and Safety Committee will be maintained to enable and support a culture of health and safety leadership and employee participation.

The Health and Safety at Work Act 2015, schedule 2, Part 1 and 2 sets out the formal functions and powers of NZQA trained health and safety representatives and the functions of the health and safety committee.

### **Establishment**

- (a) Management representatives will be appointed for a five-year term in consultation with the Chief Executive Officer ("CEO").

- (b) Worker representatives will be elected and eligible to stand for re-election or to be re-appointed at the expiry of their five-year term.
- (c) Commencement of the term shall be from the adaptation of the revised 2016 Health and Safety Policy.

### **Composition**

The committee will comprise of:

- (a) Worker representatives from each of the following work groups as set out below:
  - Depot
  - Resource Recovery Centre (RRC)
  - Office, including the Library and I-site
- (b) The IMO will act as the Committee Secretary
- (c) The CEO shall appoint a Management Team representative who will act as Chairperson of the Committee.

### **Purpose**

- (a) To lead the formulation and maintenance of the Health and Safety Policy, and related policies, procedures and practice.
- (b) To review general measures taken to ensure the health and safety of persons at the workplace.
- (c) To work with and make recommendations to management on health and safety matters.
- (d) To review the workplace health and safety meeting minutes to ensure actions are completed.
- (e) To support and monitor the delivery of health and safety training.
- (f) To generally promote a positive health, safety and well-being culture, including rehabilitation and return to work procedures.

### **Reporting**

Minutes of the Health and Safety Committee are forwarded to the Management Team and made available to all Ōpōtiki District Council employees through their health and safety representatives.

### **Workplace Health and Safety Meetings**

Each workgroup/team of Council will hold a workplace health and safety meeting at least quarterly in the months of September/December/March/June. The purpose of the meetings and the function of the representatives will be to support managers and their work colleagues to:

- (a) Report on compliance audits of work areas;

- (b) Review and update risk registers;
- (c) Identify worker health and safety training needs;
- (d) Review notifiable and non-notifiable events reports for further actions and opportunities for improvement;
- (e) Record meetings and forward minutes to the Health and Safety Committee.

The Ōpōtiki District Council Health and Safety Policy is supported by the Employee (Worker Participation scheme Appendix 1 attached).

## **RELEVANT LEGISLATION**

Health and Safety at Work Act 2015

Employment Relations Act 2000

## **REVIEW**

This Policy will be reviewed annually or as required by legislative or industry practice changes.

Refer to policy index for policy owner.

## Appendix 1

### Employee (worker) Participation Scheme Agreement

The purpose of this agreement is to improve health and safety in the workplace by promoting co-operation between the Ōpōtiki District Council management, workers and the union or unions representing their member(s), and to ensure all workers are provided with the opportunity to be actively involved in the ongoing management and improvement of health and safety.

This agreement is to be read in conjunction with all other health and safety provisions contained in collective or individual agreements.

The parties to this agreement agree that the following matters shall be the Employee Participation System for the purpose of complying with Schedule 2 of the Health and Safety at Work Act 2015.

The parties to this agreement are:

- Public Service Association
- The Ōpōtiki District Council, as the Employer.
- The employees of the Ōpōtiki District Council.

#### Review of System

This employee participation system will be reviewed in August/September of each year, or more regularly, by agreement.

Signed by:

Signed by:

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Chief Executive Officer  
Ōpōtiki District Council

PSA Representative

Date:

Date: