

## Wellbeing: Health and Safety in the Workplace

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Responsible to:	Chief Executive Officer
Applies to:	All workers (employees, contractors, trainees, students) visitors, children and whānau and others in Whanau Manaaki Kindergartens (HWM).
Purpose:	<p>To ensure the health and safety in HWM workplaces is protected and promoted by;</p> <ul style="list-style-type: none"><li>• Ensuring health and safety management is consistent with HWM's obligations</li><li>• Outline the responsibilities of all parties</li><li>• Outline how exposure to all levels of health and safety related risk will be minimized</li><li>• Ensuring there are processes to measure health and safety performance</li></ul>
Definition:	<ul style="list-style-type: none"><li>• PCBU: Person Conducting Primary Business Unit – has the primary duty of care for wellbeing, health and safety in the organisation</li><li>• Officer: - board member or Chief Executive- has a duty of due diligence to ensure that the PCBU meets its health and safety obligations</li><li>• Worker: someone who regularly works for the organisation on ongoing basis and are an integral part of the organisation's operations – has health and safety duties</li><li>• Others: children, whānau, volunteers and visitors and others who work at the service – have health and safety obligations</li></ul>
References:	<ul style="list-style-type: none"><li>• Health and Safety at Work (2015) Act</li><li>• Health and Safety at Work (General Risk and Workplace Management) Regulations, 2016</li><li>• Licensing Criteria for Early Childhood Education and Care Centres (2008)</li><li>• Playground Safety Standards</li></ul>

## Policy Statement

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HWM is committed to a health and safety culture that promotes participation and engagement, along with continuous improvement, to achieve excellence in managing health and safety in our workplaces and work practices. Therefore, the Governing Board as the PCBU (Person Conducting Business or Undertaking) is committed to:

- Ensuring and enhancing the health and safety of staff, children, whanau, volunteers, visitors and others affected by the work it carries it out and;

- the positive impact, values and benefits this brings to our communities

Officers will take all reasonable steps to ensure that HWM complies with its duties and responsibilities under the relevant legislation listed above by ensuring the following occurs:

- development, maintenance and review of health and safety policies and procedures on a regular ongoing cycle
- regular reviews and maintenance of a health and safety management system to assess procedures are in place and working to standards and expectations
- setting up of systems for staff to participate in identifying hazards and developing and
- maintenance of appropriate health and safety procedures
- active identification, management and review of hazards and risks, reducing the possibility of harm
- provision and monitoring of the use of appropriate personal protective equipment (PPE)
- establishment of health and safety practices and monitoring processes to assess best practice is being met and followed
- provision of health and safety induction, information, supervision and training for workers, including training on actual and potential hazards, and identify and provide further training as part of the commitment to continuous improvement
- ensuring staff have the correct level of competency in health and safety management
- establishment of a worker participation system that enables worker engagement and joint engagement between management and workers regarding health and safety management practices
- provision of systems and support to accurately and promptly report events, health issues and near misses in the GOSH system, and investigate and implement corrective actions with worker participation

**Health and Safety is a shared responsibility of HWM and its workers (employees and contractors) and 'others'.**

## Health and Safety Policy

1. HWM will demonstrate its commitment to providing a safe and healthy workplace for its workers, visitors and others, and to ensuring continuous improvement and high standards of health and safety in the workplace.
2. To acknowledge that health is about physical, social and psychological wellbeing, HWM will take a proactive approach to ensuring that workers can actively manage their own health and wellbeing.
3. This commitment will be demonstrated by;
  - Ensuring that health and safety management is consistent with HWM's legal obligations
  - Minimising exposure to all levels of health and safety related risks

- Promoting worker social and emotional wellbeing through workplace practices and policies
- Providing an employee assistance programme to provide prompt access to professional help where necessary.
- Providing a support and rehabilitation programme to actively support the return of workers who are injured or ill
- Active engagement with workers around health and safety in ways that promote engagement between management and workers including Health and Safety Representatives (HSR) and a Health and Safety Committee (HSC).
- By maintaining processes to identify reasonably foreseeable hazards and eliminate or minimise the effects of these hazards
- Undertaking risk assessments that identify hazards and the level of risk hazards pose
- Provision of regular and relevant professional development programmes
- Providing new Employee Induction processes for all staff whether appointed newly to HWM or to a new worksite
- Providing processes to record, investigate and monitor all accidents and near misses that promote a culture of learning from the incident or near miss
- Providing processes to measure the overall health and safety performance of the organisation
- Ensuring up to date emergency procedures are available for staff and a record of all events is kept

4. WMK sites will have procedures for health and safety issues, implemented by staff every day including:

- All staff are active in hazard identification and risk management and reporting in their workplaces
- All staff are made aware of the risks and the profile of these risks including how these risks could impact them personally
- All staff are provided with health and safety induction, training and supervision
- Co-operation and co-ordination on health and safety matters, with contractors working in WMK premises occurs.
- Supervision in kindergartens
- Sun protection
- Administering medication
- Management of Illnesses
- Visitors to the kindergarten
- Cyber safety procedures to guide the use of the internet, mobile phones and other ICT devices and equipment
- Specific planning for excursions using WMK policies and forms which include full risk assessments