

Wellbeing and Safety Policy

Ex Local: Health and Safety (03.003)

The Wellbeing and Safety Policy applies to our kaimahi (workers)¹ ākonga (learners), visitors to our work, learning, social and living places, and to people affected by our activities.²

This policy is a national policy adopted by Te Pūkenga during its transition phase. It is intended to be an overarching policy that applies to Te Pūkenga Head Office, but also sits across the policies and procedures of each business division of Te Pūkenga. In accordance with the Transitioning (Grandparenting) Former Subsidiaries Policy, the policies and procedures of a business division will continue to apply to the operations of the business division to the extent they are consistent with this policy. This policy will be reviewed, monitored, and amended as the People, Culture and Wellbeing functions in each business division (and at Te Pūkenga Head Office) transition into the organisational design for the national People, Culture and Wellbeing function.

Purpose:

The purpose of the Wellbeing and Safety Policy is to outline our collective commitment to the wellbeing and safety of our Te Pūkenga community: kaimahi (workers), ākonga (learners), visitors and people affected by our activities.

Te Pūkenga intranet contains materials, such as procedures, directives, safety alerts, guidelines and diagrams, that provides information on how the principles are brought to life in our work, learning, social and living places.

The link to the policy is [Wellbeing and Safety Policy](#) to be used in conjunction with the [Incident Management Procedure](#)

The **Procedures** for implementing the policy are the local business procedures as outlined in the rest of this document.

¹ The term 'kaimahi' is consistent with the meaning of worker in the Health and Safety at Work Act 2015, s19, in that it encompasses employees, contractors and sub-contractors, apprentices and trainees, volunteer workers, people on work experience, and so on.

² The places and activities referred to in this document are those where Te Pūkenga exercises a degree of influence and control as a PCBU (Person Conducting a Business or Undertaking).

DEFINITIONS

- **Worker:** as defined in section 19 of the Health and Safety at Work Act 2015, and includes
 - an employee; or
 - a contractor or subcontractor; or
 - an employee of a contractor or subcontractor; or
 - an employee of a labour hire company who has been assigned to work in the business or undertaking; or
 - an outworker (including a homeworker);
 - an apprentice or a trainee; or
 - a person gaining work experience or undertaking a work trial; or
 - a volunteer worker; or
 - a person of a prescribed class.

COMPLIANCE OBLIGATIONS

- *Health and Safety at Work Act 2015 (HSWA), its amendments, Regulations, Codes of Practice, guidelines and associated legislation*
- *Accident Compensation Act 2001, its amendments and associated legislation*
- *The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021*

OTHER RELATED DOCUMENTS

Policy: *Risk Management (03.009)*

Policy: *Smoke-Free Working Environment (03.010)*

Responsibility	Manager with responsibility for health and safety
Approval dates	
Next Review	November 2024

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PROCEDURES AND GUIDELINES

1.0 Te Pūkenga / New Zealand Institute of Skills and Technology trading as NorthTec (hereafter NorthTec) Staff and Students:

Will reflect the Te Pūkenga values and their application to ensure a healthy and safe environment that enables the achievement of our desired work and learning outcomes.

2.0 To achieve this NorthTec will:

- Ensure adequate resources and processes are in place for identifying hazards, assessing the risks these hazards pose and ensuring the appropriate controls are applied;
- Provide such information, instruction, training, and supervision as is necessary, to ensure that health and safety hazards and risks are identified, understood and managed effectively
- Encourage worker participation in shaping a safer NorthTec by supporting the work of the Health and Safety Representatives and the Health and Safety Committee;
- Ensure all job descriptions include health and safety responsibilities and identified performance requirements;
- Develop and maintain emergency procedures; review associated exercises and incidents to ensure we are prepared for future emergencies;
- Cooperate with other organisations who work alongside us in establishing safer places;
- Ensure there is accurate and timely reporting, recording and investigation of all accidents and near misses;
- Measure and review our health and safety performance in progressing towards a zero-harm workplace; and
- Work with the Accident Compensation Corporation (ACC) to support staff rehabilitation programmes and return to work plans.

3.0 Responsibilities of those with Significant Influence (Senior Leadership)

Senior Leadership will:

- Demonstrate leadership in developing and maintaining healthy and safe environments at NorthTec;
- Keep an up-to-date knowledge of health and safety matters, and remain generally aware of the hazards and risk to which workers and students are exposed;
- Ensure that NorthTec staff have appropriate induction, training and resources to manage risks to the health and safety of workers and others effected by their work; and
- Review NorthTec health and safety system on a regular basis to verify the system is effective in assuring expected compliance and continual improvement.

4.0 Responsibilities of those who supervise others (Managers and Tutors).

All who supervise others have the following obligations to those under their control. They will:

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- Help to recruit persons with appropriate skills and knowledge for the work that they are required to do;
- Assess persons under their supervision on their ability to undertake the assigned work;
- Help develop or refine standard operating procedures for any regular tasks that present a risk of a harm / injury;
- Ensure the induction of all persons under their supervision into the workplace.
- Work with those under their control to identify hazards, assess the risk these hazards pose and develop appropriate controls;
- Ensure all risks and hazards are recorded in the hazard and risk registers for their area;
- Ensure all information necessary to work safely is available to workers or students, including information regarding potential health hazards that persons may be exposed to from the work;
- Develop specific risk plans for any activities under their control that may harm workers, students or others in the workplace;
- Ensure that persons under their supervision have the appropriate training, facilities, tools and personal protective equipment to work in a safe and healthy manner;
- Ensure that all safety critical equipment is regularly inspected to verify its safety;
- Assess training needs for any staff under their control and schedule appropriate internal or external training throughout the year;
- Plan effective responses for reasonably foreseeable emergency situations that could be encountered in areas under their control;
- Ensure accurate records are kept including, induction, training, competence and essential information necessary in an emergency;
- Report all accidents or incidents to the NorthTec Health and Safety team using the appropriate document; and
- Keep those under their control educated with regular exchanges of health and safety information and keep records of this communication.

5.0 In addition, those who employ contractors will:

- Ensure the NorthTec Contractor Management Guidelines are followed when considering using contractors for any work they intend to have undertaken;
- Ensure the principles of Safety in Design of the contracted works are applied relative to the risk they pose both to workers and users;
- Select contractors who meet the requirement of the Contractor Management Guidelines;
- Consult, co-operate and co-ordinate activities with contractors and other organisations who they work alongside to ensure safe working environments; and
- Work with the Health and Safety Team to ensure there is adequate supervision of any contractors they engage.

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6.0 Responsibilities of Workers (other than already listed) and Students:

Workers and students at NorthTec will:

- Take care of their own health and safety and that of others effected by their activities by ensuring that no action or inaction on their part harms any other person in the place of work;
- Comply with all policies, procedures and reasonable instructions given to them by their supervisors or tutors;
- Complete the required health and safety induction programme on commencement of employment or study.
- Participate in any reasonable health and safety initiatives arranged by their supervisors or the Health and Safety Representatives;
- Ensure any hazards, accidents or incidents that they become aware of in their activities at NorthTec are promptly reported and recorded;
- Maintain their competence for the tasks they undertake and keep supervisors informed of any upskilling they believe is necessary to undertake their work safely;
- Work with supervisors on the selection, arrangement and completion of suitable training to improve their ability to work safely;
- Wear any personal protective equipment (PPE) necessary for their work / study; and
- Co-operate with the health and safety representatives to progress NorthTec towards the goal of being a zero-harm workplace.

7.0 Responsibilities of the Health and Safety Team

The Health and Safety Team will support all NorthTec staff in applying this policy successfully by providing:

- Advice to all at NorthTec on the standards, guidelines and procedures that support it;
- Ensuring appropriate systems, procedures and documents are available to staff; and
- Support and advice to Health and Safety Representatives and workers in carrying out their responsibilities under this policy.

In addition, the Health and Safety Team will:

- Inform WorkSafe New Zealand of all notifiable events in accordance with NorthTec Incident Management Guidelines;
- Monitor compliance plans and procedures to ensure they are being followed; and
- Provide appropriate reporting on issues, progress and compliance to the , Senior Leadership Team and the Health and Safety Committee on a regular basis or ad hoc as required basis.
- Ensure Audit and Inspection of health and safety systems and procedures are undertaken and reported in accordance with the NorthTec Health and Safety Audit and Assurance Guideline.

KEYWORDS

Health and Safety

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REVISION HISTORY			
Version	Description of Change	Author	Effective date
1	New – replaced P99/03 as <i>03.021 Health and Safety</i>	QMS Team	November 2008
2	Review – renumbered 13.011; moved to Council portfolio	QMS Team	August 2010
3	Reapproved	QMS Team	January 2012
4	Re-approved; renumbered	Council	January 2015
5	Reviewed – changes in legislation	QMS Team	June 2016
6	Reapproved – moved from Governance to Management portfolio with new # 03.003	Council	August 2017
7	Annual Review – addition of P & G	H & S Team	December 2018
8	Annual Review – addition of definition of ‘workers’ minor edits	PWG	September 2020
8.1	Add Compliance Obligation - <i>The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021</i>	QMS Team	April 2022
9	Minor wording changes	QMS Team	November 2024