

Wellbeing and Safety Policy

Audience

The Wellbeing and Safety Policy applies to our kaimahi (staff and contractors), ākonga (learners), visitors to our workplaces and all people affected by our work activities.

Staff include all people employed by Te Pūkenga.

Contractors include all people engaged as Independent Contractors by Te Pūkenga.

Learners include all people who participate in training, learning, or delivery with the aim of receiving a qualification from Te Pūkenga.

Visitors include a member of the public who is appropriately accessing our workplace.

Scope

The scope of the Wellbeing and Safety Policy is our workplaces and work activities.

Approval details

Version number	2	Issue date	02/11/2021
Version history	This policy replaces the Health and Safety Policy adopted by Te Pūkenga on 1 April 2020	<i>Reason for amendment/s</i> Simplify the clear policy requirements for W&S at Te Pūkenga, recognising further procedure and policy development over the course of the past year; thereby, no longer needing such a comprehensive 'one' policy.	
Approval authority	Council	Date of approval	02/11/2021
Policy sponsor (has authority to make minor amendments)	Director People and Culture	Policy owner	Chief Executive
Contact person	Director People and Culture	Date of next review	30 September 2022

Amendment history

Version	Effective date	Reviewed by	Reason for review/comment

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Wellbeing and Safety Policy

1. Purpose

1.1 This Wellbeing and Safety Policy sets out the commitment of Te Pūkenga to the wellbeing and safety of all our people engaged in vocational learning throughout Aotearoa New Zealand.

The Wellbeing and Safety Policy applies to our kaimahi (staff and contractors), ākonga (learners), and visitors to our workplaces and all people engaged in our work activities.

- a) Staff include all people employed by Te Pūkenga.
- b) Contractors include all people engaged as Independent Contractors by Te Pūkenga.
- c) Learners include all people who participate in training, learning, or delivery with the aim of receiving a qualification from Te Pūkenga.
- d) Visitors include a member of the public who is appropriately accessing our workplace.

2. Principles

2.1. At Te Pūkenga our leadership and governance will uphold the principles of manaakitanga, whanaungatanga and mana ōrite for all kaimahi (staff and contractors) and ākonga (learners) and their wellbeing and vitality for an inclusive safety culture.

2.2. At Te Pūkenga everyone has a responsibility to keep themselves safe, to actively look out for the safety of others and to speak up early if they have any concerns.

2.3. At Te Pūkenga we are committed to continual improvement and excellence in the management and leadership of wellbeing and safety in the workplace. This is considered a key measure of our success.

2.4. In accordance with the Health and Safety at Work Act 2015, Te Pūkenga is required to take all reasonable and practicable steps to provide a safe environment for work. This will be achieved by:

- a) Providing excellent wellbeing and safety leadership, supervision, training, and communication.
- b) Ensuring considerations for wellbeing and safety are integral throughout our policies and procedures.
- c) Ensuring kaimahi (staff and contractors) and ākonga (learners):
 - are aware of identified hazards and risks and encouraged to continuously assess for these and related risk management.
 - understand and are engaged with wellbeing and safety processes and procedures.
 - are engaged with and receive appropriate training and induction on wellbeing and safety.
 - are actively participating in wellbeing and safety matters and developments.
- d) Ensuring governance and leadership are actively engaged in the review of critical risks providing direction and ensuring management of identified risks in accordance with the Te Pūkenga Risk Framework.
- e) Ensuring reporting of wellbeing and safety is informative of matters related to harm and harm management and matters of concern are timely for leadership and governance to engage with a 'no surprises' approach.

f) Ensuring completion of incident investigations as and when required to a high standard and in a timely manner. This includes a high level of engagement with all relevant parties.

2.5. At Te Pūkenga we are committed to ensuring the wellbeing and safety of akonga (learner) in accordance with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021. The Code comes into effect 01 January 2022 and aims to recognise learner participation and engagement in their own learning, communal and residential communities; help those who have extra needs to reach their educational goals; and respond to learners who experience distress while studying or in student accommodation.

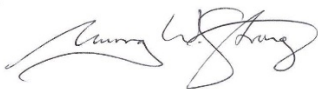
3. Te Pūkenga Charter

3.1. The Charter of Te Pūkenga requires governance, management and operations across the network of Te Pūkenga to give effect to Te Tiriti o Waitangi, to recognise that Māori are integral to regional social, environmental, and economic development; and commit to improving outcomes for Māori learners, whanau, hapū and iwi, communities and employers (Schedule 14 of the Education and Training Act 2020).

3.2. This Policy forms part of the governance, management, and operations of Te Pūkenga and so should be read in conjunction with the Charter.

3.3. The Council of Te Pūkenga acknowledges that at the time this Policy is adopted Te Pūkenga is at the start of its transition journey. As Te Pūkenga matures, the Council is intent on all policies being reviewed and updated to better reflect the new operating model and to include guidance around the practical implementation of the Charter.

Approved:




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Murray Strong

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Stephen Town

Chair

Chief Executive

2 November 2021

2 November 2021

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Date

Date