

# Health and Safety Policy

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<b>Version</b>	1	<b>Policy Section</b>	Employment and HR
<b>Approved by</b>	NZIST Council	<b>Policy review frequency</b>	Annually
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## Purpose

NZIST is committed to providing a safe and healthy work environment for its people and NZIST recognises the importance of this for the success of its business.

To achieve these commitments, NZIST will work in a collaborative way to address health and safety issues and promote wellness in the workplace.

The purpose of this policy is to set out the health and safety responsibilities at NZIST and the incident management process.

## Scope

This policy applies to all NZIST workplaces, workers, visitors and members of the public lawfully on NZIST sites.

## Principles and Expectations

Everyone at NZIST has a part to play in promoting a safe and healthy working environment. Below are the roles and responsibilities which apply at NZIST.

## Definitions

Harm	Death, injury and illness; and includes both physical and psychological harm.
Hazard	Anything that has the potential to cause harm, for example water on the kitchen floor.  Hazards at work may include things such as machinery, vehicles, chemicals, electricity, noise, an angry and abusive person, or an infectious disease.
Near Miss	Unplanned event that did not result in injury, illness or damage, but had the potential to so, for example Venetian blinds falling down.
Officer	NZIST Council members, CEO and people in Tier Two positions at NZIST.
Others	Includes visitors, students, members of the public, volunteers and any other person with a lawful reason to be in the workplace.
Risk	The possibility that a hazard will cause harm.

Worker	Any person who is carrying out work for NZIST. This includes employees, temporary staff, contractors (and their employees), sub-contractors (and their employees), an apprentice or trainee, a person gaining work experience and volunteers.
Workplace	Any place where work is carried out for NZIST and includes any place where a worker goes, or is likely to be, while at work. This includes NZIST offices, NZIST vehicles, private residences and other workplaces.

## Responsibilities

NZIST will:

- Provide and maintain a safe working environment, plant and systems for workers and visitors.
- Provide information, instruction, training and supervision as is necessary to ensure that hazards and risks are identified, understood and managed effectively.
- Require accurate reporting, notification and investigation of all injuries and incidents.
- Encourage participation of workers in health and safety matters.

NZIST officers must:

- Lead a positive health and safety culture.
- Understand workplace health and safety at NZIST.
- Ensure appropriate resources are in place to minimise risk to health and safety.
- Ensure processes are in place for receiving information on health and safety risks to enable effective management response.
- Monitor, review and evaluate the health and safety performance of the NZIST.
- Encourage and support worker participation in health and safety.
- Actively participate in training on health and safety risks.

Managers must:

- Lead a positive health and safety culture.
- Ensure workers are aware of any known hazards and related risk management.
- Ensure workers know about and understand health and safety processes and procedures.
- Ensure workers receive appropriate training and induction on health and safety at NZIST.
- Hold and maintain/review a risk register for the work group.
- Ensure health and safety risks raised by workers are reported and managed.
- Consult with workers on how to manage health and safety risks effectively.
- Regularly monitor and review risks and their controls to ensure they are effective.
- Encourage staff participation in health and safety.
- Complete an accident investigation as and when required to a high standard and in a timely manner.

- Ensuring the scene of any significant incident is not altered or interfered with until an investigation occurs and/or Worksafe or the Police (if appropriate) have authorised the site to be cleared.
- Actively participate in training on health and safety risks.

All workers must:

- Look after their own health and safety and ensure that their actions or inactions do not harm others.
- Comply with any reasonable policy, procedure or instruction relating to health and safety.
- Actively participate in health and safety at NZIST, including any investigation following an incident or near miss.
- Actively participate in training on health and safety risks.
- Report all incidents, near misses or hazards using the online [Health and Safety reporting tool](#) and notify their manager also.
- May cease or refuse to carry out work if they believe the work would expose them to a serious risk.

Others must:

- Look after their own health and safety and ensure that their actions do not harm others.
- Comply with any reasonable policy, procedure or instruction relating to health and safety.
- Report all incidents, near misses or hazards to an NZIST employee without delay.

## Incidents

All incidents, near misses and hazards should be reported as soon as practicable using the online [Health and Safety reporting tool](#). Your manager should also be informed as soon as practicable.

If an incident involves significant injury or damage to property, hospitalisation or medical treatment (beyond first aid), the following steps should be taken:

- Ensure they and any other people are safe and not put at further risk.
- Notify the emergency services if appropriate and follow any instructions from them.
- Ask for a first aider if required.
- Evacuate the area if necessary.
- Notify management, who will determine whether Worksafe needs to be notified and take any appropriate steps if this is required.
- Take reasonable steps to ensure the site is not disturbed until authorisation is provided by a Worksafe Inspector or Police. The site should only be cleared if there is the possibility of harm to others. If clearing up before authorisation is given, take photos of the site.
- Report and record the incident details using the online [Health and Safety reporting tool](#).
- The Chief Operating Officer is responsible for reporting all notifiable events to Worksafe.

## Emergency Procedures

Each NZIST office has emergency procedures displayed in the office. You must familiarise yourself with these and follow them in the event of an emergency. There will also be a Floor Warden and a First Aider for each office. These roles carry out important functions to support NZIST's goal of having a safe and healthy work environment. You must therefore follow any reasonable instructions from a Floor Warden or First Aider in the event of an emergency.

Each NZIST office will have first aid supplies and civil defence kit. You are responsible for preparing your personal emergency plan and providing your own personal grab and go bags with emergency supplies including food, medication, shoes and any other personal items you may require in the event of an emergency. For more information on preparing a personal emergency plan, please go to: <https://getthru.govt.nz/assets/Uploads/personal-workplace-emergency-plan.pdf>. For more information on what items you may need to be prepared, please go to: <https://getprepared.nz/personal-preparedness/how-to/grab-bags/>.