

Health & Safety Policy and Responsibilities

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NZALS Health & Safety Policy has been endorsed by the NZALS Board at the meeting held on Wednesday 16 March 2016.

1. Purpose

Health and Safety is everyone's responsibility and we must call it when we see it.

NZALS is committed to managing the safety hazards in our operation so that employees and others are not exposed to the risk of significant injuries and harm, with the ultimate aspiration of zero harm.

We will:

- Ensure Regional Managers, Team Leaders and National Office Managers are competent and accountable in safety and demonstrate a highly visible level of commitment.
- Set objectives and targets at H&S Committee AGM based on a risk-based approach that prioritises controls for significant hazards.
- Commit to meet relevant regulatory and industry standards.
- Consult with all NZALS personnel to encourage participation in health and safety and focus on continuous improvement and empowerment.
- Set high standards of operational discipline and ensure accountability.
- Support training programmes focused on improving safe work practices.
- Encourage a reporting culture where all workers participate in reporting incidents and new hazards.
- Accurately record all incidents, ensure investigations identify incident causes and ensure there is accountability for corrective actions.
- Recognise and celebrate effective safety risk management in performance plans.

Ensure new personnel are fully aware of the NZALS Health & Safety standards and they are fully inducted on procedures.

2. Specific responsibilities

Party	Responsibilities
NZALS Employees and volunteers	<ul style="list-style-type: none">• Follow safe work practices to ensure their own safety and safety of others.• Report any incidents or hazards that the employee is aware of.• Take part in health and safety training.• Comply with all safety requirements set by the NZALS Board or Management.
NZALS Employee Safety Representatives	<ul style="list-style-type: none">• Engage, encourage and support employee participation in health and safety.• Take part in safety committee meetings representing their Centre.• Take part in workplace inspections and accident investigations as required.

	<ul style="list-style-type: none"> • Assist with communication regarding health and safety across the workplace. • Assist NZALS by reviewing and improving health and safety policies and procedures. • Assist in finding practical solutions to any health and safety issues that arise in NZALS.
Regional Managers/ Team Leaders	<ul style="list-style-type: none"> • Demonstrate leadership in health and safety and promote health and safety across the organisation business. • Ensure that hazards and risks within the business are identified and managed. • Ensure accurate reporting and recording of workplace incidents. • Investigate any reported incidents to identify areas for improvement. • Ensure that personnel receive training in the tasks they are required to undertake. • Take part in health and safety meetings. • Ensure that employee safety representatives have the time and resources to enable them to carry out their role. • Support safe and early return to work for employees who are unable to perform their normal duties due to injury or illness. • Ensure emergency, contractor management and visitor policies and procedures are followed in the business.
Chief Executive	<ul style="list-style-type: none"> • Provide leadership in health and safety and actively promote a health and safety culture within the business. • Monitor health and safety risks across the business and ensure that these are being effectively managed. • Ensure that adequate resources exist to deliver the health and safety management plan. • Set and monitor health and safety related key performance indicators for Managers in the business. • Maintain current knowledge of health and safety and industry requirements.
Board	<ul style="list-style-type: none"> • Provide direction and oversight of health and safety management within the NZALS. • Monitor health and safety performance. • Ensure appropriate resources are available to provide a safe workplace.

3. Legal compliance

- [Health and Safety at Work Act 2015](#)
- [Health Information Privacy Code 1994](#)
- [Privacy Act 1993](#)
- [Public Records Act 2005](#)

4. Related Policies, Procedures and Forms

- [Accident Reporting & Investigation](#)
- [Business Continuance Plan](#)
- [Child Protection Policy](#)
- [Contractor Safety Management](#)
- [Emergency Procedures](#)
- [Employee Participation in Health & Safety](#)
- [Eye Conservation Policy](#)
- [Hazard & Risk Management Procedure](#)
- [Induction and Health & Safety Training](#)
- [Infection Control Plan](#)
- [Managing Violence & Aggression in the Workplace Policy](#)
- [Planning Reviewing & Monitoring H&S](#)
- [Vaccination Guidelines](#)
- [Working alone in the Workplace Procedure](#)

5. Revision History

Author	Version number	Version date	Description of changes
Compliance Advisor	1.2	May 2018	Updated with new policies & links
Compliance Advisor	1.1	January 2016	Rebranded
Compliance Advisor	1.0	January 2016	New Policy