



## HEALTH AND SAFETY (HS) POLICY

<b>Section</b>	Organisation
<b>Contact</b>	Manager
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<b>Next Review</b>	May 2018
<b>Approval</b>	Governance Group
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<b>Version</b>	1

### 1 Purpose:

The Glenfield Community Centre is committed to providing and maintaining a safe and healthy working environment for its staff, visitors, hirers, contractors and everyone attending the Centre.

This policy is in response to the requirements under the [Health and Safety at Work Act 2015 \(HSWA\)](#) and regulations made under that Act. All work and workplaces are covered by HSWA unless specifically excluded. This policy draws heavily of the [Introduction to the Health and Safety at Work Act 2015, March 2016 Special Guide](#) produced by Worksafe NZ.

The main purpose of the policy is to secure the health and safety of workers and the workplace by:

- Protecting workers and other persons against harm to their health, safety, and welfare by eliminating or minimising risks arising from work;
- Providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues;
- Encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices, and assisting 'persons conducting a business or undertaking' ('PCBU's) and workers to achieve a healthier and safer working environment;
- Promoting the provision of advice, information, education, and training in relation to work health and safety; and

- Securing compliance with the Act through effective and appropriate compliance measures.

## 2 Key Concepts:

**Designated Agencies:** Government agencies other than Worksafe designated to carry out health and safety functions for certain sectors.

**Duty Holders:** A person who has a duty under HSWA. There are four types of duty holders — PCBUs, officers, workers, and other persons at workplaces.

**Officer:** An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking. This includes, for example, company directors and chief executives. Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.

**PCBU:** A PCBU is a 'person conducting a business or undertaking'. A PCBU may be an individual person or an organisation. This does not include workers or officers of PCBUs, volunteer associations, or home occupiers that employ or engage a tradesperson to carry out residential work. A PCBU must ensure, so far as it reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.

**Other persons at workplace:** Examples of other persons at workplaces include workplace visitors and casual volunteers at workplaces. Other persons have their own health and safety duty to take reasonable care to keep themselves and others safe at a workplace.

**Regulator:** The regulator means Worksafe or a relevant designated agency.

**Worker:** A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homemaker), an apprentice or trainee, a person gaining work experience or on a work trail, or a volunteer worker. Workers can be at any level (e.g. managers are workers too). Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.

**Worksafe New Zealand (Worksafe):** The government agency that is the work health and safety regulator.

### 3 Safety Policy:

The **Glenfield Community Centre** and its **Governance Group** believes that:

- Workers and other persons should be given the highest level of protection against harm to their health, safety, and welfare from work risks as is reasonably practicable.
- Everyone has a role to play in enhancing the health and safety of workers and other persons in our workplace.
- Managing health and safety is a continual, integrated review and improvement process that occurs as part of the day-to-day running of the organisation.
- Whoever creates the risk, manages the risk.

To ensure a safe and healthy working and learning environment, the Glenfield Community Centre will:

- Maintain and continually improve the Health and Safety Management Systems and processes.
- Will ensure, so far as it reasonably practicable, the health and safety of workers, and that other persons are not put at risk by our work by proactively identifying and managing hazard risk and unsafe behaviours.
- Set, monitor, and report on health and safety performance.
- Evaluate and recognise health and safety performance of staff, visitors, hirers, contractors and everyone attending the Centre.
- Consult and actively promote participation with employees, hirers, and contractors to ensure they have the training, knowledge, skills, supervision and resources to maintain a healthy and safe working environment.
- Accurately report and learn from investigated incidents.
- Support the safe and early return to work of injured staff through rehabilitation.
- Design, construct and operate facilities so they protect people and property.
- Require all contractors to demonstrate the same commitment to achieving excellence in safety performance.
- Comply with relevant legislation, regulations, codes of practice and industry standards.

## 4 Detailed Health and Safety Policy Statements:

In addition to the general obligation for all work areas to identify hazards of all kinds and put in place controls to prevent harm from these hazards, the Glenfield Community Centre's position on specific types of hazards and the required controls and other relevant obligations are categorised and listed below:

### 4.1 Work Organisation:

- **Contractors Providing Services:** All contractors are to be evaluated, inducted, and monitored to ensure protection of staff, visitors, hirers, other contractors and everyone attending the Centre. See [Contractors Health and Safety Procedure](#).
- **Management Responsibilities:** It is the responsibility of every manager to discharge the safety policy. See [Health and Safety Guidelines for Minimum Compliance](#).
- **Reporting incidents, illness, and injury:** All incidents, near misses and injuries are accurately reported, recorded in the incident register, and appropriately responded to. All potential and actual serious harm events are to be investigated and if appropriate notified to WorkSafe NZ. See [Incident Reporting Processes](#).
- **Staff Responsibilities:** It is the responsibility of every Staff member to discharge applicable safety policy. This includes the early reporting of any pain or discomfort and ensuring that all accidents, incidents, and unsafe conditions are reported to the appropriate person. See [Staff Conduct Policy](#).
- **Stopping work for safety reason:** Staff members can refuse to do work that they believe may cause them serious harm. See [Working in a Situation likely to cause Serious Harm Procedure](#).
- **Working after Hours or Alone:** Staff are to be aware of alone and after-hours work, use a risk-based approach for approval, and appropriate alternative support for security and emergency systems. See [Working After-hours or Alone Procedures](#).
- **Workload:** Workloads are to be reasonable, safe and equitable. See [Workload Policy](#).

### 4.2 People:

- **Bullying, Harassment and Discrimination:** The Glenfield Community Centre does not tolerate any form of bullying, harassment or discrimination of staff, visitors, hirers, contractors, or anyone attending the Centre. See [Bullying, Harassment and Discrimination at Work Policy](#).
- **Manager and Staff Development:** It is a professional requirement for the Manager and Staff to increase their knowledge, skills, expertise, and potential in safety matters through the provision of appropriate training. See [Manager and Staff Development Policy](#).

- **Providing Personal Protective Equipment:** The Centre will provide and maintain in good condition any personal protective equipment that may be required by employees. See [Providing Personal Protective Equipment Guideline](#).

#### 4.3 Workplace:

- **Children:** Children must be accompanied by an adult and closely supervised. See [Children at Centre Policy](#).
- **Dogs:** Except for disability assist dogs, dogs are not permitted on Centre property or buildings. See [Dogs at Centre Policy](#).
- **Smoking:** The Glenfield Community Centre is totally smoke-free. See [Smoke-free Policy](#).
- **Workplace Environment, Plant and Equipment:** A system for proactively identifying, assessing risk and managing hazards will be used to include health and safety in work design. See [Management of Hazards Procedures](#).

#### 4.4 Glenfield Early Learning Centre (GELC):

- **Accidents/ First Aid:** GELC will offer first aid support to our children, Staff and Community. See [GELC Accidents/ First Aid Policy](#).
- **Emergency Folder:** The GELC will maintain and update a folder containing all emergency procedures (e.g. parent communication, media communication, first aid, fire, flood, earthquake etc.) relevant to the GELC in the case of a traumatic incident. See [GELC Emergency Folder and Related Procedures](#).
- **Head-lice:** GELC will take all reasonable steps to ensure that the children within our care are not infectious. See [GELC Head-lice Policy](#).
- **HIV/ AIDS:** a child's health status should not affect his/her right to education, and, in the case of HIV/AIDS, special programmes or agency assistance. See [GELC HIV/AIDS Policy](#).
- **Influenza Pandemic:** the GELC will identify: business plans and measures, essential services, essential staff positions, ways to reduce movement, and needs for personal protection. Then review cleaning practices, alert staff and families to change in status, track ill staff and families, and liaise on pandemic planning with regional and Government agencies. See [GELC Pandemic Protection Policy](#).
- **Medical Administration and Treatment:** GELC will ensure children attending the Centre are looked after and given medical treatment as required. See [Medical Administration and Treatment Policy](#).
- **Working with Children with Special Needs:** Every child has the right to attend an ECE service of choice and to receive quality care and education. Care and education for children who have special needs is provided within the GELC. See [GELC Working with Children with Special Needs Policy](#).

## **5 Audience:**

Staff (Full-time, Part-time), Volunteers, Executive, Governance, Contractors, Hirers, Visitors.

## **6 Relevant Legislation:**

Health and Safety at Work Act 2015

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016

Health and Safety at Work (Hazardous Substances) Regulations 2016

Health and Safety at Work (Infringement Offences and Fees) Regulations 2016

Health and Safety at Work (Rates of Funding Levy) Regulations 2016

Injury Prevention, Rehabilitation Compensation Act 2001

Occupational Health and Safety Management Systems (AS/NZS 4804:2001)

Accident Compensation Act 2001

## **7 Related procedures / documents:**

Bullying, Harassment and Discrimination at Work Policy

Children at Centre Policy

Contractors Health and Safety Procedure

Dogs at Centre Policy

Electrical Safety Procedure

GELC Health and Safety Policies

Health and Safety Guidelines for Minimal Compliance

Incident Reporting Processes

Hazardous Substances Policy

Management of Hazards Procedures

Manager and Staff Development Policy

Providing Personal Protective Equipment Guideline

Safety Procurement Procedures

Smoke-free Policy

Staff Conduct Policy

Working After-hours or Alone Procedures

Working in a Situation likely to cause Serious Harm Procedure

Workload Policy

## 8 Document Management Control:

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