

## HEALTH & SAFETY

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### 1 PURPOSE

Tautoko Tāne Aotearoa (TTA) Health & Safety Policy (the 'Policy') defines the principles and practice guidelines governing the health and safety of people participating in workplaces operated by TTA and/or its member-organisations (TMO's). Its main purpose is to encourage and guide best practice health and safety behaviours within TTA and its TMO's.

### 2 SCOPE

This Policy provides the TTA health and safety guidelines for all trustees, managers, employees, contractors, consultants, and volunteers working for or with TTA ('workplace participants') or within its TMO's to enable or provide support services to male survivors of sexual abuse. It also applies to visitors to workplaces operated by TTA or its TMO's.

### 3 OBJECTIVES

Applying the Policy will:

- Encourage and enable the establishment and maintenance of a safe and healthy environment for the provision of services by TTA and its TMO's:
- Educate TTA and TMO governance, management and staff regarding the health and safety behaviours required to assure a safe and healthy environment for themselves and those who use their services;
- Provide a useful framework for identifying, assessing and managing organisational health and safety risks and assisting with the effective resolution of health and safety issues and concerns; and
- Assure compliance with the New Zealand legislation and regulations (Health & Safety at Work Act 2015 and any related guidelines provided by the Accident Compensation Corporation ('ACC') and Worksafe NZ

### 4 DEFINITIONS

<b>Officers</b>	Members of the board of trustees or management committees of TTA and their TMO upon whom the Health and Safety at Work Act 2015 imposes a due diligence duty to proactively manage and monitor health and safety in their organisations.
<b>PCBU</b>	Persons Conducting a Business or Undertaking, holding the primary duty of care, and duties and obligations for health and safety in the workplace as defined in the Health and Safety at Work Act 2015

<b>Member Organisation</b>	Is an organisation that is affiliated via formal membership agreement as an official Member Organisation of TTA ('TMO'), also a PCBU.
<b>TTA</b>	Is the national organisation Male Survivors, Aotearoa New Zealand, which provides advocacy for male survivors and national governance, policies, coordination, and representation for all TMO's, also a PCBU
<b>Governance</b>	Means the Officers of the organisation and includes all members of boards and/or management committees, either elected or appointed as trustees, directors, committee members who have the responsibility and accountability for directing the affairs of the organisation including establishing and maintaining organisational policies.
<b>Managers &amp; Staff</b>	Means any individual engaged as an employee, contractor or volunteer by TTA or an TMO to provide, or enable the provision of, services provided by TTA.
<b>Workplace Participants</b>	Includes all TTA and TMO governance, managers, employees, volunteers, contractors, and consultants, operating within a TTA or TMO workplace and any visitors, including survivors, clients and their whanau, to those workplaces.
<b>Workers</b>	Includes employees, volunteers, consultants, contractors or sub-contractors and their employees including apprentices and trainees, work experience people and volunteers, as defined in the Health and Safety at Work Act 2015
<b>Work-related Incident</b>	Means the occurrence of any event that exposed people to any significant health and safety risks or any work-related illness, injury or accident, that was resolved without requiring medical treatment.
<b>Work-related Accident</b>	Means the occurrence of any serious work-related illness, injury or accident where resolution required medical treatment.
<b>Notifiable Incident. Accident or Event</b>	An incident (accident, incident or event) is notifiable to Worksafe NZ if it arises out of the conduct of a business or undertaking and results in the death, serious injury or serious illness of a person or involves exposing people to a dangerous health and safety risk, incident, or event (also defined in the TMO Management Manual Section 5.1 )
<b>Reference</b>	More information on the health and safety legislation and guidelines, including expanded definitions are available on the Worksafe NZ website:  <a href="http://www.business.govt.nz/worksafe/information-guidance">http://www.business.govt.nz/worksafe/information-guidance</a>

## 5 CORE ELEMENTS

This Policy has three 'core elements' that together express TTA's framework for the establishment and maintenance of a safe and healthy environment for its own people and for those people working for its TMO's.

### 5.1 Administrative

Developing effective organisational health and safety by:

- Establishing good practice health and safety policies and practices;
- Clarifying governance, management and staff roles and responsibilities, ensuring strong leadership by example
- Providing practical systems for recording, assessing and communicating workplace risks; recording and reporting incidents and resolution outcomes; and ensuring that incident analysis results in the updating and implementation of effective prevention (risk management) strategies.
- Implementing relevant health and safety plans (risk management strategies) that require effective monitoring and regular reviews;
- Conducting effective induction and training for all workers and workplace participants so that they can conduct their work in a safe manner and with appropriate supervision;
- Ensuring that organisational policies enable an appropriate return-to-work pathway for any workplace participants who suffer a workplace injury

### 5.2 Educational

Developing a health and safety culture within the organisation by:

- Actively communicating the Policy to all workplace participants – governance, management and staff, contractors, and consultants.
- Collaborating with managers and staff to:
  - Identify and assess all health and safety risks;
  - Record, report and investigate all health and safety incidents; and
  - Create risk management and/or incident resolution plans
- Implementing a system of continuous improvement through:
  - Setting and publishing realistic health and safety goals;
  - Providing a simple and accessible health and safety feedback system, encouraging engagement and participation, including regular health and safety meetings; and
  - Regularly reviewing and updating the Policy to reflect learnings from health and safety outcomes and incorporating worker feedback.

### 5.3 Supportive

Committing to the establishment and maintenance of safe and healthy working environments by:

- Ensuring that all workplace participants, including visitors, are:

- Made aware of all identified health and safety risks by way of induction , site familiarisation and effective workplace communications; and
- Adequately protected from identified/known health and safety risks; and
- Appropriately supported to recover from the impacts of workplace accidents.
- Focussing appropriate attention on the core administrative and educational elements of this Policy; and
- Ensuring that this Policy includes all relevant New Zealand legislative requirements, reflects appropriate good practice guidelines and is consistently applied by the organisation.

## 6 ROLES & RESPONSIBILITIES

### 6.1 Governance

Those responsible for the governance of the organisation are required to ensure that;

- This Policy complies with all relevant New Zealand legislation, reflects good practice guidelines, and is adequately documented and disseminated;
- The implementation of this Policy has an appropriate and effective governance focus (via a forum, committee, or appointed person) that includes implementing effective Policy audits and reviews;
- The organisation's planning processes include the establishment, communication and monitoring of realistic organisational health and safety goals;
- Governance and management meetings have an appropriate health and safety focus as an informative agenda item that ensures issues and concerns have a relevant governance focus;
- All managers are aware of their responsibilities for the implementation of this Policy;
- Proper consideration of health and safety matters are an integral part of the organisation's people management and development policies and practices;
- This Policy is updated to reflect relevant industry and environmental factors and is appropriately informed by learnings from the resolution of health and safety incidents;

### 6.2 Managers

Managers are required to ensure that:

- All staff, volunteer, contractors, and consultants are aware of their responsibilities for the implementation of this Policy;
- All workplace participants are adequately inducted and trained to operate safely in the workplace;
- All contractors and consultants are aware of the Policy and have adequate health and safety measures in place;
- An appropriate health and safety risk register is maintained, regularly reviewed and updated and effectively communicated to workplace participants;

- All health and safety incidents are recorded, appropriately investigated, effectively resolved and reported including any 'notifiable incidents' reported to Worksafe NZ;
- People who suffer workplace accidents are appropriately supported to manage the impacts of their injury including the timely completion of any agreed injury recovery plan;
- Appropriate and current workplace emergency procedures are in place and relevant workplace participants have current first aid competency certificates;
- Governance is always properly informed about organisational health and safety matters through regular reporting on health and safety incidents, issues and concerns and relevant industry updates;

### 6.3 Staff & Volunteers

Staff (including volunteers) also have a critical role to play in establishing and maintaining a safe and healthy workplace by:

- Being familiar with this Policy and personally committed to establishing and maintaining a safe and healthy working environment
- Practising safe work methods by complying with all health and safety procedures and discouraging other workplace participants from working in an unsafe manner
- Accurately reporting, in a timely manner, any unsafe working conditions, and health and safety incidents and any workplace accidents;
- Enabling and assisting as required the rectification of any unsafe working conditions and the resolution of incidents and/or accidents;
- Maintaining and drug and alcohol-free working environment; and
- Being aware of how to assist with workplace emergencies and how and when to seek and engage appropriate medical support.

### 6.4 Contractors & Consultants

Contractors and consultants, as workplace participants, share the responsibilities of maintaining a safe and healthy workplace by:

- Ensuring that they are familiar with this Policy and accept their health and safety obligations as an engaged participant in the organisation's workplace (refer to 6.2 and 6.3 in this respect);
- Ensuring that they are appropriately equipped to perform their work in a safe manner and in accordance with this Policy; and
- Accepting that, during the period of their engagement with the organisation, their health and safety obligations mirror the obligations of staff as defined above.

## 7 RISK MANAGEMENT

### 7.1 Policy

The management of organisational health and safety risks falls within the ambit of the TTA Risk Management Policy as approved by the TTA Board of Trustees

That policy, outlines the processes for identifying, assessing and managing health and safety risks.

Exposure to workplace risk, brought about by hazards in the workplace, are to be managed within the above policy framework by:

- Identifying the hazard and its related causes (potential incidents);
- Assessing (analysing and evaluating) the likelihood and severity of a incident occurring; (risk assessment)
- Rating the risk based on the overall (conservative) assessment of the potential exposure: and
- Prescribing an effective management strategy and controls based on the risk rating and in accordance with the Risk Management Policy, which requires a range of actions from no action for VERY LOW risks and compulsory management action for VERY HIGH risks (refer to the relevant policy guidelines).

### 7.2 Risk Register

It is recommended that a health and safety risk register be prepared as a subset of the organisational risk register and that the requirements to manage and report health and safety risks comply with the Risk Management Policy.

That policy requires the active management and regular reporting of all risks rated MEDIUM, HIGH and VERY HIGH.

The risk register should be reviewed and updated:

- At least once per annum as part of the annual organisational risk assessment process to ensure the effectiveness of the controls put in place to mitigate risk
- As required to admit new hazards identified by workplace participants and/or audit reviews; and
- As required in response to learnings from the management of workplace health and safety incidents and/or accidents;

### 7.3 Reviews & Reports

The following table sets out the recommended organisational timetable for health and safety related reviews and reports:

ACTIVITY	FREQUENCY	RESPONSIBILITY
Organisational risks review – health & safety risks	Annual	Governance

ACTIVITY	FREQUENCY	RESPONSIBILITY
Organisational planning – health & safety goals	Annual	Governance
Health & safety risk register reviews	As required to accommodate feedback, new risks, and incident or accident outcomes	Management
Communication of Risk Register Updates	ASAP following the update to all relevant workplace participants	Management
Reporting on the Status of Health and Safety risks	Quarterly	Management
Reporting on Risk Incidents and/or Accidents to Governance and the Workplace community	Quarterly provided that any incidents that represent the occurrence of MEDIUM to VERY HIGH risks should be reported ASAP	Management
Testing emergency procedures	At least every 6 months provided that significant changes in procedures and/or workplace participation may require more frequent testing	Management
Formal H&S Meeting	At least annually with the outcomes reported to the Board of Trustees	Management

## 8 EDUCATION & TRAINING

### 8.1 Training

This Policy assumes that all workplace participants have the necessary qualifications or skills to perform their roles effectively, however, recognises that on-going monitoring is required to ensure all workplace participants can complete their work in a safe manner.

It expects that recruitment and/or performance development activities will identify when additional training may be required and accepts that there is an obligation on organisational governance and management to ensure that appropriate training is scheduled and completed in a timely manner.

## 8.2 Induction

It is imperative that all workplace participants are properly inducted into the organisational workplace(s) by a suitably qualified manager or duly appointed member of the staff. The induction procedure should be designed to ensure that all workplace participants:

- Understand the organisation's health and safety mandate, have access to a copy of this Policy and are aware of their health and safety obligations;
- Are aware of all relevant health and safety register risks pertaining to their participation in the workplace;
- Can access appropriate education and training where it is determined relevant to enhance their understanding of health and safety requirements and/or or increase their related knowledge or skills;
- Confirm their timely completion of the induction process including the completion of any required education and/or training.

## 8.3 Contractor & Consultants

Contractors or consultants who are engaged to operate within the workplace are also subject to this Policy and its induction requirements. This compliance requirement should be evidenced either by:

- Specific health and safety compliance requirements included in their signed contract of service; or
- The completion of a specific health and safety compliance form acknowledging the agreement to accept their health and safety obligations and responsibilities.

The organisation may require contractors or consultants, as part of their engagement process, to produce evidence of past health and safety performance where this is deemed relevant to the nature of the engagement assignment.

# 9 INCIDENTS & ACCIDENTS

## 9.1 Incident Register

In the event of a **work-related incident, event or accident** the organisational Incident Register must be updated to record:

- The date, time and location of the incident;
- The names of the workplace participants engaged in the incident;
- A brief description of the incident and whether it is notifiable to Worksafe NZ;
- A brief description of how and when the incident was resolved including any requirement for immediate and/or longer-term medical assistance;
- The completion of any incident notification requirements;
- Details of any review of workplace protocols and practices resulting from the investigation of the incident; and



- Any resultant amendments to the Health and Safety Risk Register (risks, causes, ratings and/or management plans) and any recommended modifications to this Policy

## 9.2 Notifiable Incidents

Where the incident (event or accident) is notifiable (refer definitions, the Notification Report should be completed within 48 hours, forwarded to Worksafe NZ as required, and copied to the Officers of the organisation (typically the Board and senior management).

[Refer to <http://www.worksafe.govt.nz/worksafe/notification-forms/notifiable-events>]

## 9.3 Incident Outcomes

All health and safety incidents entered into the Incident Register must be investigated by an appropriately authorised and qualified person. Where the incident is notifiable, the investigation should be supervised by an Officer of the organisation who is also a member of the Board or other governance group or committee.

Where, as the result of any work-related incident, any employee is unable to perform their normal duties, the organisation will make such arrangements, including as appropriate working with the Accident Compensation Corporation (ACC). to enable and assist, as far as practicable, the recovery of the employee and their return to work.

## 10 BULLYING, HARASSMENT & DISCRIMINATION

TTA and its TMO's are committed to developing a workspace with a culture of dignity and respect where all participants (staff, clients, business partners and visitors) are free from bullying and harassment and/or discrimination of any kind; a positive and productive workplace where gender equality is appreciated, and all are respected and valued.

**TTA and its TMO's will not tolerate bullying, harassment or discrimination of any kind and/or at any level within the organisation and/or its workplace** and expects all of its staff, which includes all employees, contractors, consultants and/or volunteers, to role model appropriate behaviour and to take all reasonably practical to enforce this policy

**Bullying** in this context means repeated and unreasonable behaviour (including harassment, intimidation and/or violence) towards any workplace participant or group of participants that can lead to physical, emotional or psychological harm. **Repeated behaviour** means persistent behaviour (i.e. typically occurring more than once) and can involve a range of actions over time. And **unreasonable behaviour** means actions that a reasonable person in the same or similar circumstances would see as unreasonable including victimising, humiliating, intimidating or threatening a person.:

Bullying does not include:

- One off or occasional instances of forgetfulness, rudeness or tactlessness, differences of opinion or personality clashes;
- Reasonable behaviours including performance management, constructive feedback and legitimate advice or peer reviews;

- Insistence on the carrying out of lawful and reasonable work instructions; and
- lawful and reasonable disciplinary actions.

TTA and its TMO's will take any allegations or complaints of bullying, harassment and discrimination seriously, and where warranted will take appropriate action to investigate such allegations or complaints in a fair and timely manner seeking resolution at the most appropriate level having due regard to the nature and context of the allegation or complaint and the rights of the parties involved.

### 10.1 Racial & Sexual Harassment

TTA and its TMO's will not tolerate any forms of sexual and/or racial harassment by any workplace participants.

**Racial harassment** means any unwanted behaviour with respect to colour, race, ethnic or national origin that may be communicated person to person electronically, pictorially or socially which is hurtful to the recipient and includes expressions of hostility, ridicule or bringing into contempt.

**Sexual harassment** means any unwelcome or offensive behaviour of a sexual nature that may be communicated person to person electronically, pictorially or socially, where unwelcome means not solicited or invited or consented to and is regarded by the recipient as undesirable or offensive at the time. Behaviour may not constitute sexual harassment where the behaviour is genuinely friendly banter, mutually acceptable and accepted jokes, or mutual attraction and/or genuine consent.

### 10.2 Related Policies and Regulations

Compliance with this policy will have due regard to:

- The TTA Employment Policy,
- The TTA Code of Practice,
- The Employment Relations Act 2000,
- The Human Rights Act 1993, and
- The Harassment Act 1997.

## 11 ALCOHOL & DRUGS

TTA and its TMO's are committed to operating in a drug and alcohol-free environment and have zero-tolerance for the use of alcohol and drugs in the workplace. Accordingly, the following activities are strictly prohibited:

- The use, sale, transfer or possession of alcohol, drugs, or controlled substances by any worker (employee, volunteer, consultant or contractor) while working for TTA or an TMO or within a workplace operated by TTA or a TMO.
- Reporting for work under the impairment of alcohol or drugs and/or having a level of illicit or prescribed drugs present in the worker's system that exceeds the acceptable international standard.

All illicit drugs or controlled substances found within a TTA or TMO workplace will be handed over to the appropriate authorities.

Serious breaches by any worker of the alcohol and drug provisions of this Policy may result in disciplinary action being taken by TTA or an TMO and could result in the immediate termination of the worker's employment or contract for service.

## 12 EMERGENCY PROCEDURES

TTA and its TMO's are committed to developing, implementing and quality assuring workplace-specific emergency procedures that are relevant to the location, type, size and population of the workplace. The priority concern for all emergency procedures is to assure the safety of all workplace participants.

All workers will be adequately trained in the operation of these emergency procedures and the effectiveness of the procedures will be subject to regular testing and review.

Each workplace will have at least one person who has been properly trained and certificated to apply first aid. (the amount of trained first aiders required will be directly proportionate to the amount of workplace participants)

Emergency equipment and supplies, which may be required to support response activities, will be readily accessible within the workplace and adequately maintained, and will as a minimum include:

- **Medical:** A first aid kit;
- **Fire:** Appropriate fire extinguishers, fire blanket;
- **Earthquake:** Drinking water (and potentially food store), torches, appropriate communication equipment.

Evacuation procedures and protocols will be developed for all workplaces, periodically tested, and reviewed, and clearly communicated to all workers.