



# Health and Safety Commitment Policy

Pest Free Kaipātiki recognises the need for each of its workers to be provided with a safe and healthy place of work. It is our policy to make every reasonable effort in areas of incident prevention, injury management and in improving the well-being of our workers. To ensure the successful promotion and implementation of this policy, a number of responsibilities are identified below.

<b>RESPONSIBILITY OF VOLUNTEER BOARD MEMBERS:</b>	<b>1</b>
<b>RESPONSIBILITY OF SENIOR STAFF, MANAGERS, SUPERVISORS AND TEAM LEADERS:</b>	<b>2</b>
<b>RESPONSIBILITY OF CONTRACTORS, VOLUNTEERS AND VISITORS:</b>	<b>3</b>

## 1. RESPONSIBILITY OF VOLUNTEER BOARD MEMBERS:

Actively practice and promote a positive Occupational Health and Safety (OH&S) culture:

- Adequate budgetary provision is made available to comply with OH&S legislation and to meet OH&S objectives
- Ensure managers are held accountable for their performance in managing OH&S in areas under their control:
  - Health and Safety is a recurring (monthly) item in team meetings, and
  - PFK Manager reports a summary of Health and Safety in the monthly Manager's report to the Board.
  - If an incident is of a magnitude that requires a Worksafe report, or involves police or other emergency services then an immediate report to the PFK Chair and Executive committee is required.

Monitoring of H&S performance:

- OH&S responsibilities are appropriately defined and included in all position descriptions, key performance indicators and development processes where appropriate.
- Volunteer board members familiarise themselves with the nature of OH&S risk in their areas and have an understanding of the associated hazards and risks; delegating responsibility for the management of these to the managers as appropriate

- That OH&S is a standard agenda item at Board meetings. This item should summarise reported near-miss incidents and minor and serious accidents and ensure that the Health and Safety Policy is adhered to.
- Ensure managers attend OH&S training.

## 2. RESPONSIBILITY OF SENIOR STAFF, MANAGERS, SUPERVISORS AND TEAM LEADERS:

Actively practice and promote a positive OH&S culture

- Ensure that they are aware of the nature of OH&S risk in their areas so that they have an understanding of the associated hazards and risks
- Ensuring health and safety controls are in place for health and safety risks in areas under their control
- Ensure the assessment of OHS risk for all current / new / changed work activities / processes and new / modified work environments is undertaken prior to implementation or occupation
- Ensure that those under their area of responsibility have completed OH&S training relevant to their area of accountability
- Review OH&S performance of their Managers, Supervisors and Team Leaders and holding them accountable
- Ensuring staff, contractors, any other workers and visitors
  - Receive the appropriate information, instruction, and training necessary for them to safely perform their work and that they hold the necessary qualifications or competencies to perform the tasks
  - Provide the required information about next of kin contact details, health issues etc
- Monitor and assess contractor performance to ensure compliance to expected standards
- Ensure that the health of workers and the conditions at the workplace are monitored
- Instruction of staff in safety compliance
- Ensure consultation in all safety matters
- Ensure safety is a standard agenda in team meetings
- Ensure all OH&S records are maintained
- Ensure that safe work practices are developed and enforced at all times
- Developing and maintaining good housekeeping standards in the areas under their control
- That employees, contractors and other workers use safety equipment in a correct and safe manner
- Include safety compliance as part of staff performance appraisals
- Actively investigate all hazards, near-miss, incident / injuries so that all root causes are identified and preventative actions are taken to eliminate or minimise the risk
- Comply with all injury management guidelines to provide a pathway for a safe return to work.

### 3. RESPONSIBILITY OF CONTRACTORS, VOLUNTEERS AND VISITORS:

- All contractors provide a Health and Safety policy and manual to be reviewed and accepted by PFK Manager before they begin work. Each contractor is to update their document every two years.
- All activities undertaken by PFK or by affiliated groups and relevant volunteers and visitors should follow the relevant PFK Health & Safety procedures.
- Ensure their actions or inaction does not place themselves or other persons at risk of injury or illness
- Ensure timely reporting of all hazards, near misses, incidents, injuries, illnesses to the Programme Coordinator
- Take action to avoid, eliminate or minimise hazards
- Undertake the appropriate safety induction and/or training provided
- Comply with all Pest Free Kaipātiki policies, procedures and guidelines
- Seek information or advice where necessary before carrying out new or unfamiliar work
- Wear the appropriate dress standard to perform the required work
- Make themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment.
- Ensure all contractors, volunteers and visitors are kept safe from unreasonable behaviour.

This policy is reviewed annually and is communicated to all workers, and is made available to the public.

Policy created: January 2018

Policy last reviewed: 18 July 2023