

1. PURPOSE

The purpose of this Policy is to set clear expectations for governance, leadership, workers and all duty holders; support compliance with the Health and Safety at Work Act 2015 and related standards; and define the core elements of Eastern Institute of Technology's integrated Health and Safety system. This Policy establishes the framework that guides how we identify, manage and monitor health and safety risks across all EIT activities, campuses and environments.

2. SCOPE

This Policy applies to all kaimahi (workers) as defined under the Health and Safety at Work Act 2015, all ākonga (students), and all contractors, subcontractors, consultants and volunteers engaged in EIT activities. It also applies to visitors and visitors and people affected by our activities at any EIT campus, learning environment or site. The Policy sets expectations for everyone who contributes to, or is affected by, EIT's operations.

3. RESPONSIBILITIES

Council: Council members are Officers under HSWA and must exercise due diligence to ensure EIT meets its safety obligations. This includes maintaining an informed understanding of key risks, ensuring effective systems and resources are in place, and verifying performance through regular reporting and oversight.

Chief Executive Officer: The CE ensures the health and safety management system is implemented effectively, that the organisation meets its statutory obligations, and that leaders are equipped and accountable for managing risks within their areas.

Executive Leadership Team: ELT members lead health and safety, ensuring risks are identified and managed, standard operating procedures (SOPs) and relevant processes are followed, and kaimahi receive the induction, training, and support required to work safely.

Management Team: Managers are responsible for day-to-day safety in their areas. They ensure hazards are managed, incidents are reported, kaimahi are trained and supported, and safe practices are maintained in accordance with SOPs and organisational processes.

Health and Safety Representatives: HSRs support kaimahi by raising concerns, participating in risk reviews, and contributing to improvements. They act as a key engagement and communication link between workers and management.

Health and Safety Committee: The Committee provides a forum for reviewing health and safety performance, monitoring key risks, and recommending improvements to systems, training, and processes.

Kaimahi (Workers): All kaimahi must take reasonable care of themselves and others, follow procedures and instructions, report hazards and incidents, and participate in health and safety activities.

Contractors and Visitors: All contractors, visitors, and subcontractors must comply with EIT safety requirements, follow instructions, and ensure their activities do not create risks for others.

4. EIT'S HEALTH AND SAFETY SYSTEM

EIT's Health and Safety System is designed in accordance with the Health and Safety at Work Act 2015 and WorkSafe New Zealand guidance on effective safety management. The system brings together governance, policy, procedures, risk management and assurance processes into an integrated framework that supports safe learning and working environments across all EIT campuses and activities.

Governance: Governance oversight is exercised by the EIT Council and ELT, who hold statutory due diligence responsibilities under HSWA. Governance ensures that there is clear direction, adequate resourcing, effective risk oversight, and reliable insight into the performance of the system. Governance also sets expectations for leadership accountability and continuous improvement.

Policy: This Policy establishes the principles, responsibilities and expectations that guide health and safety practice across EIT. It defines how we meet our obligations as a PCBU and supports alignment with HSWA, WorkSafe guidance and ISO 45001. The policy provides the foundation from which operational procedures and controls are developed.

System Components: EIT's Health and Safety System aligns with ISO 45001 and incorporates the following core elements:

- Organisational context and needs.
- Leadership and worker participation.
- Planning for risk, opportunity and legal compliance.
- Support systems (competency, communication, documentation).
- Operational control and safe work procedures.
- Emergency preparedness and response.
- Incident management and investigation.
- Performance evaluation, monitoring and audit.

5. DEFINITIONS

Term	Definition
Ākonga	Learners engaged in study at EIT, including domestic and international students.
Contractor	A person or company engaged to perform work for EIT who is not a kaimahi. Includes subcontractors and consultants.
Critical Risk	A risk that has the potential to cause serious harm, permanent injury, life-altering consequences, or fatality, requiring robust controls and governance oversight.
Emergency	Any unplanned event requiring immediate action to protect life, health, property, or the environment, including natural disasters, fire, medical events, and security incidents.

Term	Definition
Hazard	Anything that has the potential to cause harm, including physical, environmental, cultural, psychological, or social factors.
Health and Safety Representative (HSR)	A worker elected to represent other workers in health and safety matters, as provided for under HSWA.
Health and Safety Committee (HSC)	A committee comprising kaimahi, HSRs, and management representatives that supports worker participation and strengthens EIT's wellbeing and safety system.
Incident	Any unplanned event that results in, or could have resulted in, harm, damage, or disruption. Includes injuries, near misses, and unsafe conditions.
Kaimahi	Workers as defined under the Health and Safety at Work Act 2015, including employees, contractors, apprentices, trainees, and volunteers working under EIT's influence or control.
Notifiable Event	A death, notifiable injury or illness, or a notifiable incident that must be reported to WorkSafe in accordance with HSWA.
PCBU	Person Conducting a Business or Undertaking. EIT is a PCBU and has primary duties under HSWA to ensure health and safety so far as reasonably practicable.
Psychological Safety	A work and learning environment in which people feel respected, supported, and free from bullying, harassment, discrimination, or unreasonable stress.
Psychosocial Risk	Risks to mental, emotional, or social wellbeing arising from work design, workload, organisational change, interpersonal conduct, or environmental factors.
Reasonably Practicable	The level of care and action that a reasonable person would take in the circumstances to eliminate or minimise risks, taking into account likelihood, consequence, available means, and cost proportionality.
Risk	The possibility that harm (injury, illness, or negative wellbeing impact) may occur when exposed to a hazard.
Risk Control	A measure implemented to eliminate or minimise risks to health and safety. Includes engineering, administrative, and personal protective controls.
Safety	The condition of being protected from harm or other undesirable outcomes within EIT's environments.
SOP (Standard Operating Procedure)	A documented process outlining how a specific activity must be carried out to ensure health, safety, quality, and consistency.

Term	Definition
Wellbeing	A holistic state encompassing physical, mental, emotional, cultural, and social health.
Worker Participation	The mechanisms through which kaimahi engage, contribute to, and influence health, safety, and wellbeing matters, including HSRs, committees, and consultation processes.

6. RELEVANT LEGISLATION

- Health and Safety at Work Act 2015 (HSWA), Health and Safety at Work Regulations
- Education and Training Act 2020
- Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021
- Children’s Act 2014 (including safety checking requirements for those working with children)
- Employment Relations Act 2000
- Privacy Act 2020 (including IPP obligations related to health and safety information)
- Smoke-free Environments and Regulated Products Act 1990
- Misuse of Drugs Act 1975 (relevant to impairment and safety policies)
- Domestic Violence – Victims’ Protection Act 2018
- Civil Defence Emergency Management Act 2002
- Fire and Emergency New Zealand Act 2017
- Building Act 2004 (including compliance schedules, fire egress, and safety systems)
- Hazardous Substances and New Organisms Act 1996 (HSNO)
- Accident Compensation Act 2001

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