

POLICY STATEMENT

EIT is committed to providing a healthy and safe working and learning environment, which enhances the wellbeing of all kaimahi and ākongā by:

- Continuously improving its health, safety and wellbeing (HSW) performance and management systems with the aim of reducing work-related injury and illness;
- Supporting and promoting well-being;
- Complying with relevant legislation, regulations and codes of practice;
- Encouraging kaimahi and ākongā participation in HSW issues;
- Reporting and applying learnings from workplace incidents and assessments;
- Facilitating risk management and emergency readiness, to continuously improve HSW performance;
- Providing return to work programmes that encourage a timely return to work for injured kaimahi; and

Providing training, support and advice to ensure that kaimahi know how to apply safe practices at work and their HSW responsibilities.

SCOPE

This policy applies to all kaimahi, ākongā and other members of the EIT Community.

BACKGROUND

The Health and Safety at Work Act 2015 (HSWA) has broadened the definition of Health to include both physical and psychosocial health. Health and Safety in the workplace takes a holistic approach, which includes wellbeing.

DEFINITIONS

CEO Advisory H&S Committee: A group of senior managers appointed by the CEO to provide high level oversight of the HSW Function across the whole institute and advise the Chief Executive on matters of strategic significance and risk management.

EIT Community: Includes all kaimahi, ākongā, contractors, board members and visitors

Hazard: Potential source of harm on a person.

Health, Safety & Wellbeing Committee (HSWC): The purpose of the HSWC is to ensure that all kaimahi and ākongā are represented and have an opportunity to participate in HSW at EIT.

Health: Means physical and mental health.

Officer: A person who occupies a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking. This includes the EIT Board and Chief Executive.

Others: This includes visitors and any other person who has a reason to be at EIT, as well as those that may be put at risk by the work of EIT. Visitors, parents, children, casual volunteers etc. This does not include those who are there unlawfully.

Overlapping duties: When a PCBUs duties overlap with other PCBUs. This may happen in a shared workplace, or a contracting relationship.

PCBU: PCBU means Person Conducting a Business or Undertaking. This is a legal entity such as the Institute, a main site contractor or a sub-contractor etc.

Risk: The probability and severity of harmful consequences arising from a hazard.

Ākonga: Any learner who is enrolled in an EIT course and has commenced their studies.

Kaimahi: Employees, contracted staff, contractors, volunteer workers and people gaining work experience.

Wellbeing: There are four aspects of a person's wellbeing that influences their state of happiness and wellbeing. This is based on a Māori health model developed by Sir Mason Durie called Te Whare Tapa Whā.

Workplace: A place where work is carried out and includes any place where a kaimahi goes or is likely to be while at work. This includes vehicles, private residences, construction sites and other workplaces.

ROLES AND RESPONSIBILITIES

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ROLES AND RESPONSIBILITIES

When defining roles and responsibilities it should be noted that ākonga are not explicitly defined as 'workers' under HSWA . However, EIT has a primary duty of care for its ākonga , as far as reasonably practicable, to ensure their health and safety. Roles and responsibilities are as follows:

CEO Advisory Health, Safety and Wellbeing Committee: Members are required to;

- To monitor trends and ensure that HSW is being effectively implemented across the institute.
- To ensure that systems used to identify and manage HSW risks are fit for purpose, effectively implemented, and continuously improved.
- To guide the strategic direction of HSW efforts and be future focused in its intent.
- To make recommendations to the Chief Executive on HSW.

Health, Safety & Wellbeing Committee: Members represent kaimahi and ākonga on health and safety matters as follows:

- Enable co-operation between EIT, kaimahi, and ākonga about HSW
- Assist in developing and reviewing HSW policies and procedures
- Actively promote and participate in HSW procedures including assessments, as agreed with the HSW Section
- Monitor the HSW performance of EIT through bimonthly reports
- Make recommendations to improve HSW practices at EIT.

Managers are required to:

- Ensure their kaimahi and ākonga know about HSW processes and procedures, receive the right training and are inducted to each work area
- Inform kaimahi, ākonga and others of any known risks and actively manage risks and incidents
- Ensure emergency management processes are communicated to all kaimahi and ākonga
- Consult, co-ordinate and collaborate on HSW matters when there are overlapping duties.
- Promote and encourage wellbeing opportunities and activities for kaimahi to attend.

Officers exercise due diligence to ensure EIT meets its HSW obligations by taking reasonable steps to:

- know and keep up to date with HSW matters
- understanding the risks associated with EIT's operations
- ensure resources and processes are in place to eliminate or minimise risks
- ensure processes are in place for receiving information on incidents, risks, and for responding to that information
- ensure HSW processes and resources are in place and being used monitoring the HSW performance of EIT

Other people are required to:

- take reasonable care of his or her own HSW and that his or her actions do not adversely affect the HSW of others
- to comply with any reasonable instruction given by EIT

Kaimahi and Ākonga are required to:

- take reasonable care of his or her own HSW and that his or her acts or omissions do not adversely affect the HSW of others
- report any incident or risk as soon as possible to their Tutor
- cooperate with notified HSW policies and procedures given by EIT and any other PCBU they are visiting
- inform others on any known risks
- participate in H&S activities that are relevant to them

Overlapping Responsibilities:

When there is a shared workplace where more than once PCBU is involved, EIT and the PCBU are required to consult, co-operate and co-ordinate on H&S matters. This may include; plan ahead, and recognising how the work could affect all workers and the public

- Identify the risks that need managing and how these will be controlled
- Clearly define roles, responsibilities and actions, and explain these so everyone knows what to expect continue to communicate, co-operate, and co-ordinate, and carry out reasonable and proportionate monitoring.

Wardens are assigned to each floor or building, identifiable with fluoro vests, and liaise with fellow wardens to help manage an emergency situation. Their key responsibilities include;

- Ensuring all occupants have evacuated safely
- Ensuring that emergency services and EIT's emergency switchboard has been called
- Liaising with emergency services on their arrival including informing them of any occupant who needs immediate attention.

PERSONS / GROUPS AFFECTED

- EIT Board
- Kaimahi
- Ākonga
- Others

CONSULTATION PROCESS

The policy was put out for consultation with workers and the EIT Student Association (Younited) on 6 September 2017. The final policy was approved by 21 September 2017.

The Policy was updated in June 2022 to align with Te Pūkenga Terminology.

QUALITY OUTCOMES

- a) All those who use our facilities consider EIT to be a healthy, safe and supportive workplace
- b) Kaimahi and ākongā understand their role and demonstrate their responsibilities
- c) All kaimahi will strive to improve the workplace, systems, and culture of HSW
- d) This Policy will align with the Health, Safety and Wellbeing Framework.

OUTPUT STANDARDS

- a) Kaimahi and ākongā are inducted into the workplace and made aware of their roles and responsibilities
- b) Emergency procedures are developed, communicated and tested.
- c) All incidents are reported as soon as possible using the Incident form in Me@EIT or website. Where the manager and/or HSW section deem necessary, an investigation will be undertaken.
- d) All risks are acted on by way of reporting, controlling and reviewing.
- e) The right information, training, instruction and/or supervision is provided to ensure activities are undertaken safely.
- f) HSW services and activities are provided and promoted for kaimahi and ākongā
- g) When there are overlapping duties both PCBU's will consult co-ordinate and collaborate on the HSW of the kaimahi and ākongā involved.
- h) EIT's Officers are supported in their role, and given the right information at the right time.
- i) Opportunities for participation in HSW will be provided. One example of this is through the HSW Committee.

COMPLIANCE STANDARDS

EIT recognises and accepts its primary duty of care and will meet the obligations of a PCBU listed in the Act. These obligations include to:

- a) provide a safe and healthy working environment, plant and work systems for its community
- b) provide the right information, training, instruction or supervision to all kaimahi and ākongā
- c) provide and allow access to facilities at work for kaimahi and ākongā welfare
- d) provide and allow for worker participation
- e) notify any serious illness, injury or near misses to WorkSafe (notifiable events)
- f) monitor worker's health and workplace conditions to prevent illness or injury

REPORTING STANDARDS

- a) Health, Safety & Wellbeing Manager will report on compliance of this Policy to the CEO Advisory HSW Committee and HSW Committee
- b) The Human Resources and Operations Executive Director will report on compliance of this Policy bimonthly to the Executive team and EIT Board.
- c) All complaints and/or questions in relation to this policy are directed to the Human Resources and Operations Executive Director

Document information – Office use only	
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Document Number	QS180
Executive	Executive Director, Human Resources and Operations
Owner	Executive Director, Human Resources and Operations
Developer	Health, Safety and Wellbeing Advisor
Review Frequency	12
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