

16. Health and Safety

A. Background

The NZSTA board will take all practicable steps to ensure the health and safety and wellbeing of NZSTA workers.

A reputation for demonstrating a highly effective culture of workplace safety (whakarurutanga) and wellbeing (hauora) is critical to our continued effectiveness as an organisation.

As a good employer, NZSTA has a responsibility to ensure the safety, health and wellbeing of its workers. NZSTA also has a responsibility to ensure the health and safety of any other person (visitor) in an NZSTA workplace.

NZSTA provides professional expertise and advice to school boards of trustees on good practice in workplace health and safety. Our core business of providing leadership and support to school boards of trustees depends on our ongoing credibility as a role model. NZSTA must therefore demonstrate exemplary practice in ensuring the safety and wellbeing of the people who work with and for NZSTA.

This policy applies to all places where NZSTA work is customarily carried out, including (but not limited to):

- a) *NZSTA National Office and NZSTA Regional Hubs*
- b) *Other places where NZSTA work is carried out, including approved home offices, NZSTA work vehicles, or other workplaces*

This policy should be read in conjunction with 1a – Policy definitions and 14 – Good Employer.

Definitions:

Harm unless otherwise specified means any **actual or potential** hurt, maltreatment or impairment and includes physical, emotional or mental harm.

Hazard means any circumstance or situation where there is a probability that harm may occur.

Incident means any event or series of events resulting in harm, regardless of whether the harm was intended or whether it could reasonably have been anticipated.

NZSTA worker means any person working for or on behalf of NZSTA whether paid or unpaid. This includes, but is not limited to, employees, contractors and elected officeholders.

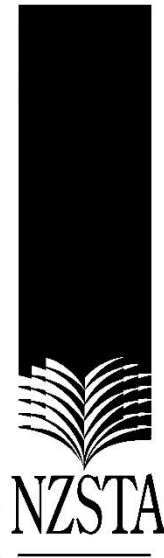
NZSTA Workplace means any place where NZSTA activities are being carried out, or are customarily carried out, and includes work vehicles, home offices and on-site visits or any other place where an NZSTA worker goes or is likely to be while carrying out activities for or on behalf of NZSTA. (see HSW Act 2015 s20)

Risk means a probability that harm may occur, where that probability is not trivial.

Visitor means any person who is not an NZSTA worker, who may from time to time be present in an NZSTA workplace.

B. Strategic direction

The NZSTA Board accepts its legal and ethical responsibilities as the *Person Conducting the Business or Undertaking (PCBU)* of NZSTA. This includes the primary duty of care for health and



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safety of NZSTA workers and visitors.

The board recognises that the active engagement of NZSTA workers is essential to developing an organisational culture of safety and wellbeing. It is the responsibility of all NZSTA workers to promote a safe and healthy working environment by eliminating, isolating or minimising risks or hazards in their workplace and by behaving in a way that protects and promotes their own health and safety and the health and safety of people around them.

The Board also recognises the leadership role of the General Manager and senior NZSTA staff in leading and developing a culture of caring (manaakitanga) that holds safety (whakarurutanga) and wellbeing (hauora) as high priorities.

The board therefore undertakes to work with the General Manager to:

- a) ensure that this policy is fit for purpose, effectively enacted, and known to all NZSTA workers;
- b) ensure that adequate provision is made in the Board's budgets and planning to provide any equipment, resources and training that may be required to enact this policy effectively;
- c) ensure effective worker participation in health and safety;
- d) ensure that the board is kept well informed about the effectiveness of this policy, with particular reference to any aspects of workplace health and safety that may require further attention or action;
- e) notify Worksafe NZ as soon as practicable if there is a serious harm incident in a place where NZSTA activities are being carried out.

Third-party advice

The General Manager is the board's main adviser on health and safety matters.

In line with accepted good practice in governance, the General Manager's advice is contestable and the board will actively seek independent advice and information from other sources from time to time in order to verify and complement briefings received from the General Manager.

C. Delegated Authority to the General Manager

General Manager

- 1) The board delegates to the General Manager the day-to-day responsibility for ensuring on the board's behalf that
 - a) NZSTA demonstrates highly effective health and safety practices that ensure the safety and wellbeing of the people who work with and for NZSTA.
 - b) NZSTA models exemplary practice in workplace health and safety. Developing an organisational culture of safety and wellbeing is the responsibility of everyone at NZSTA.
 - c) NZSTA's focus on formal health and safety processes is underpinned by an organisation-wide culture of manaakitanga (caring)
 - d) This policy is made accessible to all NZSTA workers

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- e) All NZSTA workers know NZSTA's processes and procedures for ensuring workplace health and safety, and know who to contact if they have any concerns.
- f) All identified hazards or risks are eliminated or mitigated to the extent which is reasonably practical in the circumstances.
- g) Any issues that cannot be promptly resolved by the General Manager are brought to the board's attention as soon as may be practicable.

Reporting to the board

The General Manager is responsible for ensuring that the board is kept fully informed about the health and safety status of NZSTA, its workers and workplaces, including but not limited to:

1. the name of NZSTA's Health and Safety Manager
2. any incidents including any accidents or near misses, that may from time to time occur that result in harm to any NZSTA worker, where the harm is not trivial;
3. any identified hazards or risks and how they have been or are being dealt with, which will include specific reference to any instances of
 - a. equipment failure
 - b. workplace harassment or bullying;
4. copies of the new hazard and risk assessment documentation for any new place of work that the board controls as PCBU. These are to be submitted at the first board meeting after NZSTA workers begin operating from the place of work;
5. the arrangements that are in place to ensure effective worker engagement on health and safety issues

Review schedule: Triennially

Reviewed and approved by the Board

On this date:	26 February 2016
Signed on behalf of the Board	Lorraine Kerr President