

Health, Safety and Welfare Policy (District)

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| Policy Applies to | Board members, employees, contractors, volunteers, students and any other Southern District Health Board (Southern DHB) worker ¹ , while they are at work in Southern DHB workplaces ² . |
| Purpose | A policy to enable Southern DHB to achieve our vision of a positive, safe and healthy workplace ; and to enable people and systems , so our staff have the skills, support and passion to deliver the care our communities have asked for. |
| Commitment | <p>Southern DHB is committed to providing a positive, safe and healthy workplace for workers, patients and visitors; and to promoting the welfare of workers.</p> <p>Southern DHB will do all that is reasonably practicable to eliminate or minimise risks that could result in physical or psychological injury or illness.</p> |
| Principles | <p>We recognise that to be able to provide care for our community, we must care equally for ourselves and each other. We do this by:</p> <ul style="list-style-type: none">• Ensuring the Southern DHB shared values and behaviours (<i>Kind - Manaakitanga, Open - Pono, Positive – Whaiwhakaaro and Community - Whanaungtanga</i>) are integrated into health, safety and welfare systems and processes;• Promoting a culture where everyone at work shares our vision of, and commitment to providing, a positive, safe and healthy work place;• Acknowledging that everyone has an obligation to take reasonable care for their own health and safety, to not put other people at risk, and to follow reasonable health and safety instructions;• Considering the potential impact on people’s health, safety or welfare, when making decisions or changes;• Applying the ‘hierarchy of controls’, starting with elimination, to ensure the most effective risk controls are considered before those that are less effective;• Implementing effective health, safety and welfare worker engagement and participation mechanisms;• Consulting with workers and/or their representatives or union on matters that are likely to directly affect their health and safety; |

¹ *Worker* is an individual carrying out work for or on behalf of Southern DHB, whether paid or not, including but not limited to the people described. This does not create or imply an employment relationship with non-employed workers.

² *Workplace* is any place that work is being carried out, and any place a worker goes or is likely to be, while they are at work.

- Providing adequate resources to enable all workplace health safety and welfare requirements;
- Giving clear instructions to patients and visitors when we need their help to provide a safe and healthy workplace;
- Ensuring the provision of training and information so that all workers have the capability to work effectively in their roles and to understand and fulfil their health and safety duties and responsibilities.

Health, Safety and Welfare Management System

To support the achievement of our commitments above and to comply with applicable legislation and codes of practice, Southern DHB commits to actively maintaining a system that enables us to manage health, safety and welfare. The system will include:

- A Southern DHB Health, Safety and Welfare Strategy and Action Plan, which will include aspirational health, safety and welfare aims and objectives;
- An accessible electronic repository of current district-wide policies, plans and procedures;
- An accessible electronic system for workers to report new mental or physical health and safety risks and incidents, and the management of those risks, incidents and resulting actions;
- A policy and plans for the management of hazardous substances;
- A policy and plans for appropriate environmental and health monitoring;
- A policy and processes for the prevention, protected disclosure and management of bullying and other behaviour that is inconsistent with our vision and values;
- Individual health and safety accountabilities and objectives within position descriptions and performance appraisals;
- A schedule for the internal review and auditing of health, safety and welfare management;
- A tiered worker participation structure, so that issues can be addressed, and unresolved health and safety risks and issues can be elevated to the appropriate level of management for resolution;
- A cyclic process for identifying and communicating critical risks³ and controls, and for verification of the effectiveness of critical risk controls;

³ "Critical" means that when a risk control measure is absent or fails, and an event occurs, there is a credible probability of lasting serious harm or death. There are three categories: acute risks, work-related health risks or catastrophic risks.

- Plans and processes for responding to and reviewing serious incidents and near misses, to identify the root cause(s) and improvement actions;
- A process for ensuring injured employees are supported to return to full or suitable restricted work at their earliest opportunity;
- Health and safety standards for the procurement or engagement and monitoring of contracts for high-risk goods or services;
- Documented plans and procedures for scheduled servicing and maintenance of critical infrastructure and equipment;
- A policy to ensure that workers are provided with fit-for-purpose personal protective equipment (PPE) where necessary;
- A policy and plans to ensure the security of our people, information and facilities;
- Emergency preparedness and business continuity plans;
- Procedures to manage the particular risks faced by remote and isolated workers;
- Mandatory induction and refresher training on core health and safety responsibilities and emergency procedures;
- Processes for reporting to Governance on this policy and plans, in a manner that ensures they can meet their responsibilities.

Responsibilities

The Board⁴

Members of the board are officers of Southern DHB, a PCBU under the Health and Safety at Work Act 2015, and are responsible for:

- Exercising due diligence, to ensure that Southern DHB complies with its duties under the Health and Safety at Work Act 2015 as a person conducting a business or undertaking (PCBU); and its obligations under this Policy. Due diligence means taking reasonable steps:
 - to acquire, and keep up to date, knowledge of work health and safety matters;
 - to gain an understanding of the nature of the operations of Southern DHB and generally of the hazards and risks associated with those operations;
 - to ensure that Southern DHB has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the DHB;

⁴ Where the word “Board” appears, it will be read as “Commissioner” until December 2019

- to ensure that Southern DHB has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information;
- to ensure that Southern DHB has, and implements, processes for complying with any duty or obligation of the DHB under the Health and Safety at Work Act 2015; and
- to verify the provision and use of the resources and processes referred to above.
- Complying with their individual duties under the Health and Safety at Work Act 2015;
- Meeting their personal commitments and obligations under the *Health, Safety and Welfare Charter* and this policy.

Chief Executive

The chief executive (CE) is also an officer of Southern DHB, and therefore has the same responsibilities as members of the Board.

Additionally, the CE is accountable for implementing this policy; and is responsible for ensuring that:

- Reasonable steps are taken to monitor and verify the effectiveness of, and compliance with this policy;
- Adequate resources are provided to meet the obligations of this policy;
- Accurate and timely reports are provided to the Board to facilitate good governance of Health, Safety and Welfare;
- Members of the executive leadership team are held to account for the discharge of their duties and obligations to manage health, safety and welfare in their respective Directorates or areas of control.

Health, Safety and Welfare Governance Committee (HSWGC)

The HSWGC comprises the executive leadership team. They are responsible for:

- Staying up to date with health and safety policies, procedures and practices;
- Implementing and reviewing policies and procedures;
- Ensuring sufficient and adequate resources are provided (e.g. role-specific training, PPE and safety equipment) within their respective directorates or areas of control;
- Ensuring managers, clinical/professional leaders and line leaders can and do meet their workplace Health, Safety and Welfare responsibilities;
- Active participation in committee meetings.

General Manager Health, Safety & Welfare

The general manager Health, Safety & Welfare is responsible for:

- Ensuring this Health, Safety and Welfare Policy is current, relevant, aligned to good practice and that implementation is supported by effective training and communication;
- Ensuring the health safety and welfare management system is maintained; reviewed and improved;
- Development of the Southern DHB Health, Safety and Welfare Strategy and Action Plan;
- Providing specialist advice, analysis and guidance to the board & executive leadership team, to ensure they are able to exercise due diligence;
- Developing clear and succinct district-wide policies and procedures;
- Providing advice and support for the development of site-specific or role-specific operational procedures, to ensure they are not inconsistent with district-wide policies;
- Ensuring accurate and timely reporting to the executive leadership team and board of all high-risk events, notifiable work and notifiable events, to enable them to meet their responsibilities;
- Communicating learnings from serious incidents and promoting their application across the organisation;
- Ensuring an effective assurance process is established to externally audit or verify health and safety performance;
- Ensuring tertiary level is maintained as partners in the Accident Compensation Corporation (ACC) partnership programme;
- Promoting health safety and welfare initiatives to foster a positive, safe culture within Southern DHB;
- Developing a structured training programme to support, coach and mentor managers, workers and health and safety representatives to meet their responsibilities;
- Managing relationships between Southern DHB and relevant health and safety focused organisations;
- Ensuring the HSWGC and board visit appropriate areas of the workplace for work health and safety purposes.

All Managers and Leaders

Everyone who manages or leads people, or directs workers, is responsible for the management of health and safety during work undertaken under their direction, control or influence. In addition to their duties as an individual worker, leaders must:

- Consider health, safety and welfare in all aspects of everyday work and decision-making;

- Ensure compliance with this policy, and supporting policies and procedures;
- Do everything that is within their control or influence to ensure their areas of the workplace are kept healthy and safe;
- Provide, or ensure the provision of, appropriate orientation, instruction, training and supervision for workers;
- Develop operational plans, procedures and processes relevant to their areas of work, in consultation with affected workers, and the Health Safety and Welfare Team if necessary;
- Identify, assess and control risks within their scope or area of work, in consultation with workers, and the Health Safety and Welfare Team if necessary;
- Monitor the effectiveness of risk controls and take steps to eliminate or further minimise risk;
- Support the rehabilitation of injured employees;
- Undertake incident reviews to identify root cause(s), and take or suggest corrective or improvement actions to further reduce risk where practicable;
- Provide Health and Safety Representatives (HSRs) with adequate time to complete their HSR duties and attend mandatory annual training;
- Consult, discuss and agree on clear health and safety responsibilities with any contractors they engage or direct;
- Review employee or contractor performance in terms of meeting health and safety obligations and expectations, and address non-conformance where required.

Health and Safety Representatives

Health and Safety Representatives (HSRs) are elected in designated work groups or areas, and are responsible for:

- Fostering positive health, safety and welfare management practices in the workplace;
- Assisting managers and leaders to identify hazards and risks and conduct routine audits and/or checks of their workplace;
- Bringing uncontrolled risks or unresolved issues to management's attention and discussing ways that the risks may be eliminated or effectively minimised;
- Consulting with departmental line managers, Southern DHB occupational health nurses and/or safety advisors, and/or higher level duty holders, to attempt to solve outstanding risks or issues in good faith before exercising their powers e.g. by issuing a Provisional Improvement Notice (PIN);
- Promoting Health, Safety and Welfare context generally and advocating for the interests of their work group;
- Supporting employees who have been harmed at work and who

request support or representation to assist their rehabilitation;

- Any other functions conferred under the Act or approved code of practice; or agreed with management;
- Attending mandatory annual HSR training;
- Attending and contributing to scheduled health and safety meetings;
- Any other functions conferred under the Act or approved code of practice; or agreed with management.

Individual workers

All workers (including managers) have legal duties under the Health and Safety at Work Act 2015 and under this policy are expected to:

- Actively participate in keeping their workplace healthy and safe;
- Work in a healthy and safe manner, and encourage and assist others to work in the same way;
- Postpone unsafe work, report the unsafe situation, and seek alternative work;
- Take steps to eliminate any hazardous workplace conditions or risky practices where it is within their ability, control or influence to do so;
- Take steps to minimise risk and then report any hazardous condition or risky practice that they cannot eliminate;
- Accurately report all work-related accidents, incidents and near-misses at their first opportunity but within 24 hours;
- Notify their supervisor or manager immediately if they are injured or become ill;
- Contribute to and participate in plans for their own rehabilitation or welfare or welfare should they be injured or become ill;
- Cooperate with, support and promote workplace health, safety and welfare actions and initiatives;
- Be familiar with the Health, Safety and Welfare policies and procedures, any relevant hazardous substance information (e.g. Safety Data Sheets) and the Emergency Plan for their area;
- Take reasonable steps to access information that is made available to them regarding risks and current controls for their area of work;
- Complete all mandatory health and safety training;
- Follow all health and safety procedures and instructions that they have been given or notified of;
- Provide constructive feedback if it is not reasonably practicable for them to comply with a given health and procedure or instruction.

Contractors

The following responsibilities are for contractors who are a person conducting a business or undertaking (PCBU) with the associated legal duties.

Individual contractors, employees of contractors and subcontractors are “workers” and have the responsibilities of workers set out in that section above.

Under this policy every contractor who is a PCBU with workers at work in a Southern DHB workplace must

- Consult and collaborate with Southern DHB by exchange of information about risks that already exist or that will be created in a Southern DHB work place as a result of the contracted work;
- Eliminate or minimise risks that they create or are best placed to control;
- Maintain an effective Health and Safety Management System that meets the requirements of the Southern DHB and any specific legislative requirements or codes of practice relating to their work;
- Maintain a process for identification, reporting, recording, assessing, and implementing effective controls to eliminate or minimise risk and ensure their employees and subcontractor understand the process;
- Accurately report all accidents / incidents and near-misses to the Southern DHB at the first opportunity but within 48 hours;
- Report *legally notifiable events* (incidents and near misses) to Southern DHB and WorkSafe NZ and/or other applicable Regulator(s), within 24 hours;
- Provide and maintain all plant, protective clothing and equipment necessary to ensure the health and safety of their employees and sub-contractors;
- Ensure their employees and sub-contractors are trained, licenced and competent to safely carry out specified⁵ work or operate any specified plant required for the work;
- Ensure responsibilities are clearly defined for all levels of management, supervisors, employees and sub-contractors;
- Conduct investigations of high-risk incidents and near misses, identify root cause(s) and contributing factors; and, within ten working days of the event, outline to Southern DHB what corrective or improvement actions they intend to undertake;

⁵ Specified either in legislation or by Southern DHB.

- Inspect and maintain all equipment, tools or plant operated/used at Southern DHB workplaces in a safe, fit-for-purpose state, and ensure it is certified or tagged as such where required;
- Ensure that all tasks either have a standard operating procedure, safe work method statements, safe work instructions (or similar), or that a new task or job safety analysis is completed before the work task begins;
- Ensure all employees or subcontractors complete a Southern DHB site induction, prior to the commencement of work at Southern DHB workplaces;
- Regularly take reasonable steps to verify that their employees and sub-contractors are working in accordance with health and safety standards and this Policy;
- Take reasonable steps to ensure their workers are not impaired by drugs or alcohol whilst at work, and provide evidence of those steps to Southern DHB on request;
- Work together in good faith with Southern DHB and other PCBUs on Southern DHB work places where an overlap or conflict of activities may affect the work or create additional risk;
- Report to Southern DHB all hazardous substances, products or materials brought into/onto any Southern DHB workplace, and manage the substance in accordance with Hazardous Substances Regulations;
- Comply, and ensure their employees and subcontractors comply, with all Southern DHB health and safety requirements as documented in the contractual terms of agreement and this policy; and
- Provide evidence to enable Southern DHB to verify compliance with the above requirements, as and when required by Southern DHB.

Approval



Kathy Grant
Commissioner



Chris Fleming
Chief Executive

Associated Documents:

- [Code of Ethics Policy \(incorporating Values and Behaviours\) \(21192\)](#)
 - [Training and Supervision Policy - Health and Safety Responsibilities \(District\) \(15854\)](#)
 - [Building and Property Contractors Policy \(District\) \(10803\)](#)
 - [Hazard Register Guideline \(District\) \(15848\)](#)
 - [Hazardous Substances Management Policy \(District\) \(16216\)](#)
 - [Health and Environmental Monitoring Policy \(15874\)](#)
 - [Incident Management Policy \(District\) \(55195\)](#)
 - [Major Incident and Emergency Plan \(21575\)](#)
 - [Rehabilitation of Staff Policy \(18539\)](#)
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- [Health, Safety and Welfare Charter \(101422\)](#)

References:

- [Health and Safety at Work Act 2015 and amendments](#)
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- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)[Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
 - [Health and Safety at Work \(Worker Engagement, Participation, and Representation\) Regulations 2016](#)
 - [Accident Compensation Act 2001 and amendments](#)
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- [WorkSafe information on addressing a health and safety issue with the support of a health and safety representative](#)
 - [ACC Partnership Programme audit standards](#)
 - [Occupational Health and Safety management systems – general guidelines on principles, systems and supporting techniques \(AS/NZ 4804:2001\)](#)
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