



# Management Team Policy

<b>Health and Safety</b>	Policy No: MT24
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## Introduction

People are our most valuable asset. Supporting an environment where the safety, wellbeing, and health of employees, volunteers, contractors, and other persons are of paramount importance to the Palmerston North City Council.

The effective delivery of this policy requires everyone to accept a personal responsibility for health and safety. The Council will provide professional and competent support and advice where needed.

The Palmerston North City Council is committed to complying with the Health and Safety at Work Act 2015, government regulations, NZ Standards and Approved Codes of Practice and Safe Work Instruments.

## Definitions

**PCBU** – Person Conducting Business or Undertaking. In terms of Council, Palmerston North City Council as an entity is the PCBU.

**Officer** – in regards to the Council this includes members of the elected Council and the Chief Executive.

**Worker** – a person who carries out work in any capacity for the Council, including Council staff; contractors; subcontractors and their employees; and others as stipulated in the Health and Safety at Work Act 2015.

**Other persons** – this includes work place visitors and members of the public that could be affected by your work activity.

**Workplace** – any physical location in which work-related activities are performed under the control of, influenced by, or where overlapping duties exist with the Council.

## Policy Statement

The Council as the Person Conducting a Business or Undertaking (PCBU) will:

- Demonstrate commitment and excellent health and safety practice with legal compliance as a minimum
- Implement policy and procedural requirements within a system of continuous review of performance and improvement
- Implement effective consultation and communication systems for health and safety

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- Consult and actively promote participation with staff and contractors to ensure they have the commitment, training, skills, knowledge and resources to maintain a healthy and safe environment
- Engage with workers (including union and worker representatives) and maintain strong work participation processes and structures, including several health and safety committees that meet regularly
- Ensure that emergency plans and procedures are in place and all staff, visitors and contractors are made aware of these and how to respond to all emergencies and critical incidents
- Work together with other PCBUs to consult, coordinate and cooperate to ensure optimum health and safety results
- Have mechanisms in place to accurately record, report, investigate (where necessary) and continuously improve health and safety performance and learn from any reported injury, work-related illness or incidents
- In the event that an employee is injured or becomes ill and cannot assume their full duties, the Council will proactively work with the employee, their health care professional, and ACC Case Manager (where applicable) to ensure that the employee is able to return to work in a managed and safe manner as soon as possible.
- Ensure all buildings, plant, substances and equipment are managed and maintained to ensure they pose no risk to health and safety of workers or the public with a system in place to monitor and assess these items;
- Ensure all staff have the required training to safely carry out their roles, with particular attention given to training and competency in the use of plant, substances and equipment.
- Monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking

## Legal Duties, Duty Holders, Roles and Responsibilities

The Health & Safety at Work Act 2015 installs legal Duties throughout a Business or Undertaking:

PCBU: Primary Duty of Care  
Officer: Due Diligence  
Worker: Comply and Co-operate

Every person associated with the Council in a work capacity has a responsibility to maintain excellent health and safety practices; this responsibility increases incrementally through the levels of the line management structure.

## Person Conducting or Undertaking Business (PCBU) Responsibilities

Palmerston North City Council, the entity, has the following Duties under the Act:

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- Providing and maintaining a work environment that is without risks to health and safety
- Providing and maintaining safe plant and structures
- Providing and maintaining safe systems of work
- Ensuring the safe use, handling and storage of plant, structures and substances
- Providing adequate facilities for the welfare of workers when they are doing work for your business, including ensuring access to those facilities
- Providing any information, training (including H&S induction), instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from the work of the business
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking
- Providing healthy and safe worker accommodation.

## Officers' Responsibilities

The Chief Executive has the following Duties as an Officer under the Act:

- Acquire and keep up-to-date knowledge of health and safety matters for the Council
- Understand the nature of the Council's operations and of the associated hazards and risks
- Ensure the Council has appropriate resources and processes to eliminate so far as is reasonably practicable, or minimise so far as is reasonably practicable, risks to health and safety
- Ensure that the Council has appropriate processes for receiving and considering information regarding incidents, near misses, hazards, and risks and for responding in a timely way to that information
- Ensure the Council has, and implements, processes for complying with any duty or obligation
- Verify the provision and use of the above resources and processes through reviews and audits

## Managers / Supervisors Responsibilities

Managers/Supervisors are responsible for the safety and health of all workers under their control and will:

- Provide information on safety and health matters to employees through education and training. This includes ensuring that employees are made aware of the hazards and risks in their work areas and are adequately trained so they can carry out their duties in a safe manner. This will be reflected in the annual staff competency reviews
- Follow up all matters concerning health and safety in a prompt manner (e.g. where issues have been raised at Toolbox Meetings)
- Analyse and mitigate work hazards and risk as they are observed or reported through elimination or minimisation

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- Investigate all reported injuries, work-related illness and incidents to identify all contributing factors and, where appropriate, formulate plans for corrective actions with the required timeframes
- Actively encourage the early reporting of any pain or discomfort
- Encourage employee consultation and participation in all health and safety matters
- Ensure that all health and safety documentation is completed accurately and in a timely manner
- Monitor and review through regular audits and formal observations with corrective actions applied where deficiencies have been identified

### Workers' Responsibilities

Council staff and contractors (including sub-contractors and volunteer workers) have the following responsibilities:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply as far as he or she is reasonably able with reasonable instructions given by the Council in relation to health and safety
- Cooperate with the Council's policies and procedures relating to health and safety
- Observe and practice safe work methods
- Wear or use Council issued PPE (such as sunblock, hi-vis etc.) and safety equipment in a correct manner at the required times. Council issued gear needs to be used rather than non-Council equipment / safety wear. Employees have a responsibility to ensure that their issued gear is fit for purpose. Employees are required to report faulty or damaged gear to their supervisor / manager so that it can be replaced
- Report pain or discomfort as early as possible
- Take an active role in treatment and rehabilitation plans to ensure an early and sustainable return to work
- Accurately report all incidents (including near misses), injuries, and hazards to the appropriate person within the required time frames, particularly in relation to any plant, substances or equipment.

**Health and Safety Committees** include representatives from senior management, Human Resources, unions, and elected health and safety representatives as nominated by their worker groups . The Committees support the ongoing improvement of health and safety by discussing and working

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together to ensure worker health and safety. Part of this process will be the implementing, monitoring, reviewing and planning health and safety policies, systems and practices.

## Duties of other persons at workplace

Other people at the workplace must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the Council in relation to health and safety

## References:

### *Applicable legislation and Regulations:*

- Health and Safety at Work Act 2015
  - Health & Safety at Work (General Risk and Workplace Management) Regulations 2016
  - Health and Safety at Work (Worker Engagement, Participation and Representation) Regulations 2016
  - Health & Safety in Employment Act 1992
  - Hazardous Substances and New Organisms Act 1996
  - Accident Compensation Act 2001
- ### *Policies, Guidelines, and Procedures:*
- Employee Code of Conduct
  - Drug and Alcohol Policy (MT85)
  - Harassment and Bullying (MT22)
  - PNCC Health and Safety Manual
  - City Enterprises Safe Systems of Working (SSW)
  - Various Standard Operating Procedures (SOPs), Industry Regulations, and Codes of Practice as they relate to the type of work being performed

## For further information contact

- Health and Safety Representatives / Health and Safety Committee members
- Supervisor / Manager
- Human Resources

This Policy will be reviewed biennially.

**Next Review Date** - May 2019.

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