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# SAFETY, HEALTH AND WELLBEING POLICY

<b>Section</b>	Safety, Health and Wellbeing		
<b>Approval Date</b>	06.08.2015	<b>Approved by</b>	Council
<b>Next Review</b>	02.10.2019	<b>Responsibility</b>	Chief Executive
<b>Last review</b>	02.10.2017	<b>Key Evaluation Question</b>	6

## OUR COMMITMENT

Protecting all our people is important to NMIT - as high a priority as any other aspect of our work.

## PURPOSE

This policy outlines Safety, Health and Wellbeing responsibilities for employees, managers, students, visitors, volunteers and contractors at Nelson Marlborough Institute of Technology (NMIT) to ensure that its workplaces are safe and healthy and that all NMIT employees, contractors, students and visitors are not harmed.

In addition, WorkSafe good practice guidelines and ACC expectations for workplace safety management programmes seek a statement of commitment, such as this policy, in regard to the management of safety and health at NMIT.

## SCOPE

This policy applies to all activities, conducted on and off campus, and/or using NMIT facilities

It applies to:

- NMIT Council
- NMIT employees, including:
  - Contracted tutors
  - Student interns
  - Volunteers at NMIT
- NMIT contractors
- NMIT students
- Visitors to NMIT

## RESPONSIBILITY

In meeting this commitment, the NMIT Council and the Chief Executive provide governance and leadership to ensure that:

- resources are made available
- Safety, health and wellbeing objectives and performance criteria for all managers and work areas are met
- appropriate good practice policies and procedures are implemented and reviewed every two years
- our obligations under legislation, regulations, codes of practice, standards or industry guidelines are met
- responsibility is given to managers, team leaders, supervisors of staff and students, and others in positions of responsibility to manage safety, health and wellbeing in their areas

- Directorate are aware of hazards and risks within NMIT

The NMIT Council, the Chief Executive and Management of NMIT will:

- Set safety, health and wellbeing objectives and performance criteria for all managers and work areas.
- Annually review safety, health and wellbeing objectives and managers' performance.
- Commit to a programme of regular inspection and maintenance of equipment.
- Ensure accurate and timely reporting and recording of all incidents and injuries.
- Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action.
- Actively encourage the early reporting of any pain or discomfort.
- Commit to carrying out health monitoring of employees who are required to wear Personal Protective Equipment (PPE)
- Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work.
- Identify all existing and new hazards and, as far as is reasonably practicable, eliminate or minimise the risk.
- Ensure that all employees are made aware of the hazards in their work areas and are adequately prepared so they can carry out their duties in a safe manner.
- Provide opportunities for employees and Health and Safety Representatives (HSRs) to participate in "ongoing processes" related to safety, health and wellbeing in the workplace.
- Enable employees to elect HSRs.
- Ensure that all contractors and subcontractors are actively managing safety, health and wellbeing for themselves and their workers.
- Promote a system of continuous improvement, including annual reviews of policies and procedures.
- Meet our obligations under the Health and Safety at Work Act 2015, the Health and Safety in Employment Regulations 1995 (as amended 2015), Health and Safety at Work (Asbestos) Regulations 2016, Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016, Health and Safety at Work (General Risk and Workplace Management) Regulations 2016, Approved codes of practice and any relevant standards or guidelines.

Each NMIT employee is expected to help maintain a safe and healthy workplace.

NMIT employees will:

- Take reasonable care for their own health and safety
- Take reasonable care that what they do or do not do does not adversely affect the health and safety of other persons
- Cooperate with any reasonable safety, health and wellbeing policy or procedure that has been notified to them
- Comply with, as far as reasonably able, all safe work procedures, rules and instructions
- Stop any unsafe on-site task
- Undertake any training necessary to maintain a safe and healthy working environment
- Properly use all safety equipment and clothing provided
- Be familiar with emergency procedures
- Ensure safe escape routes are unobstructed
- Report all incidents, injuries and hazards
- Report early any pain or discomfort
- Take an active role in NMIT's treatment and rehabilitation plan, for their 'early and durable return to work'

Students and visitors will:

- Take reasonable care for their own health and safety

- Take reasonable care that others are not harmed by something they do, or do not do
- Comply with, as far as they are reasonably able, safety, health and wellbeing instructions
- Report incidents, injuries and hazards
- Be familiar with emergency procedures

With regard to contractors the Institute will consult, cooperate and coordinate activities to:

- Ensure that contractors and subcontractors work in a healthy and safe manner, and are not harmed while at work on Institute premises
- Ensure that contractors are fully familiar with those parts of the Institute's safety, health and wellbeing policies and procedures which are applicable to their roles
- Ensure that harm is not caused to any other person from contractors' or subcontractors' work which is carried out for and on behalf of the Institute
- Promote measures to prevent injury and illness by establishing and insisting upon safe methods, safe equipment, proper materials and safe practices at all times
- Protect the Institute's assets and business continuity
- Ensure project tender documents include a requirement for a project specific safety, health and wellbeing risk management plan, and the company's relevant Safety, Health and Wellbeing policies and procedures, which are reviewed by the Chief Operating Officer prior to acceptance.
- Develop a list of Approved Contractors who have evidenced that they meet or exceed Institute's safety, health and wellbeing requirements. Evidence means:

The Contractor:

- Meets all documentary requirements and monitoring by NMIT during the contract indicate satisfactory health and safety performance.

A worker (employee of a contractor):

- Has been fully inducted to NMIT's safety, health and wellbeing policies and procedures
- Has evidence of relevant safety, health and wellbeing training
- Has demonstrated satisfactory health and safety practices during monitoring by NMIT's Health and Safety Manager or delegate

## COMPLIANCE

Health and Safety at Work Act 2015

Health and Safety at Work (Asbestos) Regulations 2016

Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016

Health and Safety at Work (General Risk and Workplace Management) Regulations 2016

Fire Safety and Evacuation of Buildings Regulations 2006

Hazardous Substances and New Organisms Act 1996 (HSNO)

The Smoke Free Environment Act 1990

Human Rights Act 1993

Accident Compensation Act 2001

WorkSafe New Zealand, Ministry of Business Innovation and Employment (MBIE) and previous names of Department of Labour and Occupational Safety and Health, provide good practice guidelines and approved codes of practice

*ACC How to Implement Safer Workplace Practices*

AS/NZS 4801:2001

## HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee (HSC) includes representatives from management and union and elected health and safety representatives. The HSC is responsible for developing and reviewing Safety, Health and Wellbeing policies and procedures for the workplace, and to enable management and employee representatives to meet regularly and work cooperatively to improve health and safety at work. Refer: *Health & Safety Committee Terms of Reference*.

## REFERENCES

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### INTERNAL

Health and Safety Committee Terms of Reference  
Health and Safety Manual  
Safety, Health and Wellbeing Leadership Group Terms of Reference  
SmokeFree Policy

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### EXTERNAL

Health and Safety at Work Act 2015  
Health and Safety at Work (Asbestos) Regulations 2016  
Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016  
Health and Safety at Work (General Risk and Workplace Management) Regulations 2016  
Fire Safety and Evacuation of Buildings Regulations 2006  
Hazardous Substances and New Organisms Act 1996 (HSNO)  
The Smoke Free Environment Act 1990  
Human Rights Act 1993  
Accident Compensation Act 2001

Worksafe New Zealand, Ministry of Business Innovation and Employment (MBIE) and previous names of Department of Labour and Occupational Safety and Health, provide good practice guidelines and approved codes of practice  
ACC Thinksafe How to Implement Safer Workplace Practices, A Guide to Workplace Health and Safety AS/NZ 4801:2001