

Health & Safety

Document Type	Policy
Function	Facility Governance; Facility Management
Directorate(s)	All Auckland District Health Board (Auckland DHB) directorates
Department(s) affected	All Auckland DHB departments, services and units
Applicable for which patients, clients or residents?	n/a
Applicable for which staff members?	All Auckland DHB employees, students, volunteers, contractors
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Contents

1. Purpose of policy
2. Scope
3. Associated Auckland DHB documents
4. Definitions:
5. Key Principles relating to Duties
6. Commitment
7. Health & Safety Systems
8. Area Compliance
9. Annual Self-Assessment
10. Induction & Training
11. Reporting
12. Requirement for Continuous Improvement
13. Consultation
14. Duties
 - 14.1 Introduction
 - 14.2 Auckland DHB Board
 - 14.3 Contractors
15. Corrections and amendments

1. Purpose of policy

The purpose of this policy is to:

- Clarify Auckland DHB’s commitment to minimizing the risk of harm to workers (employees, students, volunteers, contractors) and others within Auckland DHB’s workplaces by providing a safe and healthy work environment for all.
- Meet the legal obligations as outlined within the Health & Safety at Work Act (2015)

2. Scope

This policy applies to all Auckland District Health Board (Auckland DHB) workers (employees, students, volunteers and contractors) as well as patients and visitors in some circumstances

3. Associated Auckland DHB documents

The table below indicates other documents associated with this policy.

Type	Document Titles
Board Policies	<ul style="list-style-type: none"> • Contractor's Health & Safety Requirements • Critical Incident Stress Management • Employee Assistance Programme • Emergency Management • Harassment • Pre-Employment Screening for Healthcare • Rehabilitation of Staff • Reportable Events • Risk Management
Health & Safety Policies	<ul style="list-style-type: none"> • Asbestos Management • Blood & Body Fluid Accidents • Hazardous Substances Management • Health & Safety Hazard Identification & Risk Assessment (was Hazard Management) • Lone Worker in Community Settings • Moving & Handling • OH&S Occurrence Reporting, Recording & Investigation • Terms of Reference - Health & Safety Committee • Visual Display Units (VDU) Use • Workplace Violence & Aggression Management
Legislation	<ul style="list-style-type: none"> • Health & Safety at Work Act (2015) • Accident Compensation Corporation Act 2001. • Relevant Work Safe NZ Codes of Practice and Guidelines.

4. Definitions:

Term	Definition
PCBU	Person conducting the business or undertaking
Officer	In relation to the PCBU, includes any person who makes decisions that affect the whole, or substantial part of the business of the PCBU. At Auckland DHB this includes Board members, Chief Executive and Executive Leadership Team, Directors of the Directorates and members of the Directorate Leadership teams.
SFARP	So far as reasonably practicable: taking into account and weighing up all relevant matters; including: <ul style="list-style-type: none"> • The likelihood of the hazard or risk occurring; and • The degree of harm that might result from the hazard or risk; and • What the person concerned knows, or ought reasonably to know about the hazard or risk and ways of eliminating or minimising the risk; and • The availability and suitability of ways to eliminate or minimise the risk; and • After assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Duty	Due diligence obligations of the PCBU and Officers
Workers	Includes employees, students, contractors or subcontractors and volunteers providing services upon the direction of the PCBU or its officers
Due Diligence	Includes taking reasonable steps: <ol style="list-style-type: none"> a) To acquire, and keep up-to-date, knowledge of work health and safety matters; and b) To gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally the hazards and risks associated with those operations; and c) Ensure that the PCBU 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 business; and d) To ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and e) To ensure that the PCBU has, and implements, processes for complying with and duty or obligation of the PCBU under the Health and Safety at Work Act 2015; and To verify the provision and use of the resources and processes referred to in c) above.

5. Key Principles relating to Duties

- The duty of the PCBU and officers of the PCBU is to manage risk so far as reasonably practicable (SFARP) and this duty is not transferable and cannot be contracted out.
- There is a requirement to consult with other duty holders, such as other PCBUs, where more than one person has the same duty.
- Provide and maintain adequate facilities for worker welfare, and on-going maintenance of accommodations owned by the PCBU, which the worker occupies for the purpose of work.
- Provide a safe means for persons to enter and exit the workplace, and to ensure that anything arising from the workplace including fixtures, fittings or plant, does not present a risk to the health and safety of any person.

6. Commitment

Auckland District Health Board (PCBU and Officers of the PCBU) are committed to and responsible for providing a healthy and safe workplace for all workers whilst they are at the Auckland DHB workplace for the purpose of Auckland DHB work and to patients and visitors in relation to safe use of the facility.

To meet this commitment, Auckland DHB will so far as reasonably practicable:

- Maintain and continually improve our Health, Safety and Environmental Management system.
- Proactively identify hazards and unsafe behaviours and take all steps to manage the risk of harm to all at as low a level as reasonably practicable.
- Set targets for improvement and measure, appraise and report on our performance.
- Assess and recognize health and safety performance of employees and contractors.
- Consult and actively promote participation with employees and contractors to ensure they have the training and skills, knowledge and resources to maintain a safe and healthy workplace.
- Provide a safe and healthy workplace, fixtures, fittings, plant, products, substances, and materials.
- Establish and insist on safe work practices and work conditions.
- Ensure accurate reporting and recording of workplace accidents and incidents.
- Ensure all officers and managers have an understanding of their due diligence obligations in relation to health & safety and are reviewed against their designated duties.
- Support the early and safe return to work of injured employees.
- Design, construct, operate and maintain our assets so that they safeguard people and property.
- Require our contractors to demonstrate the same commitment to achieving excellence in health and safety performance.
- Comply with relevant legislation, regulations, codes of practice and safe operating procedures

7. Health & Safety Systems

The following systems will be developed, maintained and reviewed to provide a framework for the management of health and safety:

- Hazard identification and Risk management
- Accident reporting, recording and investigation

- Injury management and rehabilitation
- Staff induction and training
- Employee participation, engagement and representation
- Review, evaluation and continuous improvement
- Emergency planning
- Contractor management

8. Area Compliance

- Workplace Checklist must be undertaken and documented in all areas / departments every 6 months (February and August)
- Gaps identified must be addressed in a timely manner by the manager of the unit
- All areas / departments must have a current Workplace Checklist (completed within the last 6 months) on 1 November each year to comply with the annual ACC Partnership Programme audit.
- Risk assessments and Hazard control plans must be implemented, documented and reviewed at least six monthly for all hazards risk assessed as moderate to serious (amber and red).

9. Annual Self-Assessment

The Occupational Health & Safety Department (OH&S) will facilitate the completion of an annual self-assessment of health & safety management systems in consultation with H&S representatives, managers and unions.

10. Induction & Training

The following training will be provided:

- All new workers will receive local induction in the health and safety management in their area of work, including the Moodle component. (Working Safely)
- All new employees attend Welcome Day, which includes training in Auckland DHB wide H&S systems
- All managers with direct reports will be provided with training in their role and responsibilities for the management of health and safety in their area of responsibility (Managing Safely)
- All PCBU and officers will receive training on their due diligence obligation in relation to health and safety. (Directing Safely)

11. Reporting

- Internal: the OH&S department will collect data within the health and safety systems and report to the Auckland DHB Board, Audit and Finance Committee, Executive Leadership Team, and Directors of the Directorates on a regular basis.
- External: Auckland DHB must report all instances where “Serious Harm” has occurred to Work Safe NZ as per the requirements of the legislation.

12. Requirement for Continuous Improvement

Auckland DHB will strive to ensure continuous improvement in its management of health & safety at all levels and within all areas of the organisation. Annual objectives will be developed directed at health and safety KPIs and targets that improve.

13. Consultation

Auckland DHB supports employee consultation and participation in all activities related to health & safety. This includes consultation with the trade unions representing the employees.

14. Duties

14.1 Introduction

Health and safety is the responsibility of everyone working within Auckland DHB. Although health and safety strategies are integrated into all aspects of the workplace, specific responsibilities are outlined below.

14.2 Auckland DHB Board

Auckland DHB Board will:

- Provide governance for health and safety within Auckland DHB.
- Ensure the organization complies with all laws and regulations including the Health and Safety at Work Act 2015 and the ACC Act 2001.
- Conduct or evaluate a regular review of health and safety performance indicators.
- Supply, so far as reasonably practicable, direction, resources and support consistent with the commitment to health and safety as stated.
- Ensure all levels of management are accountable for health and safety performance in their area of responsibility.
- Ensure contractors comply with the requirements of this policy.

Managers will:

- Ensure that, so far as reasonably practicable, they keep health and safe at work within their area of responsibility.
- Communicate to staff, verbally and through role modelling, that staff health and safety is of primary importance to the organisation.
- Enable staff to participate in identification, analysis and development of action plans to address health and safety issues.
- Assist staff who are not meeting their health and safety accountabilities to improve performance.
- Facilitate election of Health and Safety Representatives (H&S Reps) for their area of responsibility when required.
- Support H&S Reps through resource allocation by providing non-duty time to complete H&S tasks and attend quarterly H&S Rep training and forums.
- Ensure H&S Reps fulfil their responsibilities with regard to completion of the Workplace Checklist.
- Identify and address gaps in local health and safety systems.

- Ensure local health and safety induction training occurs for all new workers within their first week.
- Investigate, risk assess, document and monitor staff accidents / incidents (OH&S Occurrences), ensuring prompt remedial action prevents further injury.
- Develop and manage rehabilitation plans for employees injured at work to ensure early and safe return to full duties.
- Identify hazards, assess risks and seek advice on potential health and safety issues, and document hazard management plans.
- Provide appropriate personal protective equipment, ensuring it is used and in working order and employees are trained in correct use.
- Ensure all contactors doing work within their area of responsibility have a safety plan prior to commencing work and comply with safe work practices.
- Ensure no fixtures, fitting, plant and processes present a risk to the health and safety of any person and are not introduced to the area before all H&S compliance requirements are in place.

Occupational Health and Safety Department will:

- Advise managers of Auckland DHB with regard to all practicable steps to keep workers safe at work.
- Keep up to date with Legislative requirements and evidence based best practice in occupational health and safety
- Develop, implement, maintain, review and continuously improve health and safety systems and policies with a focus on injury prevention.
- Provide subject matter expertise and advice to the Auckland DHB management in matters of occupational health and safety.
- Provide reports to management on the activity and effectiveness of health and safety systems.
- Identify staff occupational illness and injury trends and develop practical and effective controls to manage the risk of hazards identified.

Workers will:

- Work in a safe and healthy manner ensuring that neither their action nor inaction causes harm to themselves or others.
- Wear personal protective equipment when supplied and instructed to do so.
- Actively support & participate in health & safety initiatives.
- Report all workplace accidents / incidents (OH&S Occurrences) and unsafe conditions (hazards) to their manager in a timely manner.
- Support the elected H&S Reps for their work area.

Health & Safety Representatives will:

- Actively participate in the health and safety systems and encourage fellow employees to comply with all health and safety requirements.
- Attend and participate in Health and Safety forums as required.
- Complete the Workplace Checklist and facilitate the review of hazard control plans six monthly. (February and August)
- Report-back to their manager and colleagues regarding activity and items discussed at the Health & Safety Forums and other communication from the OH&S Department.

- Review and update contents of their department's health & safety manual and notice board regularly
- In conjunction with the area manager, provide local health and safety induction training for new employees.

14.3 Contractors

Contractors will:

- Comply with all aspects of the Auckland DHB Contractors Health and Safety Requirements policy.
- Ensure that they do not cause harm to staff and workers at Auckland DHB, either by their action or inaction.

Please refer to Contractors - Health & Safety Requirements in Board Policies in Associated Auckland DHB documents.

15. Corrections and amendments

The next scheduled review of this document is as per the document classification table (page 1). However, if the reader notices any errors or believes that the document should be reviewed **before** the scheduled date, they should contact the owner or the [Document Controller](#) without delay.