

# Health and Safety Policy



## Policy Statement

Gisborne District Council is committed to protecting all workers and members of the public from harm while undertaking Council duties or while working on, or visiting Council buildings, facilities and worksites.

The Council's Health and Safety Policy complies with the Health and Safety at Work Act 2015 its amendments, regulations and standards under the Act. Council will comply with approved codes of practice, industry publications, regulations, guidelines, best practice documents and safe operating procedures.

### Council management will

- Ensure that adequate resources are allocated to health and safety.
- Ensure dedicated health and safety reps meet quarterly and are responsible for ensuring health and safety is effectively coordinated and communicated throughout Council.
- Provide and maintain a safe and healthy working environment.
- Ensure adequate training and supervision is provided where required.
- Ensure all workers are inducted and trained and perform their duties in accordance with standard operating procedures.
- Promote a caring culture of responsibility and accountability at all levels within Council.
- Require management at all levels of Council to be responsible and accountable for the implementation of safe work practices and safety programmes. Includes officers duties under due diligence
- Set annual health, wellbeing and safety objectives and regularly review our performance.
- Strive for continuous improvement.
- Ensure there is accurate and timely reporting, recording and investigation of all accidents, incidents and near misses.
- Identify review and assess all workplace risks and hazards. Ensure that risks and hazards are managed, eliminated or minimised and effective hazard controls are in place.
- Involve health and safety representatives and union representatives in Health and Safety consultation and communication.
- Encourage and support worker engagement, participation and representation with consultation on health and safety matters.
- Manage contractors and volunteers by developing effective relationships with open communication and ensuring we are all working to a common goal.
- Work closely with Accident Compensation Corporation (ACC) and staff to support rehabilitation programmes and return to work plans.
- Report notifiable events to Work Safe New Zealand as soon as possible within 24 hours and in writing within seven days.

### All workers will

- Follow all safe work practices, procedures, guidelines and controls.
- Take all reasonably practicable steps to ensure their own safety at work and not cause harm or create hazards to other persons.
- Encourage others to do the same.
- Actively contribute to hazard identification and hazard management.
- Communicate health and safety issues or concerns directly to their manager, health and safety manager or to a health and safety representative.
- Report all accidents, injuries, incidents, pain or discomfort and near misses immediately or as soon as possible within 24 hours. This includes damage to property, vehicles and equipment.
- Actively participate in health and safety initiatives and participate in meetings and training.
- Take an active role in any personal treatment, rehabilitation plans or return to work programs if applicable.
- Wear Personal Protective Equipment (PPE) where required. Be personally responsible for the use, care and storage of PPE.

**Workers are required to comply with the health and safety policy and associated documents, policies and procedures at all times. Failure to comply may be treated as serious misconduct and may result in dismissal. Health and safety is paramount and everyone has a role to play.**

Review frequency: Annually  
Last Review: 6/10/2023  
Next Review: 6/10/2024

Signed: Nedine Thatcher Swann