

Health, Safety and Wellbeing

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| Uepū | Kiriwhanake |
| Policy Owner | Tumuwhanake |
| Policy Holder | Lead - Environmental, Safety & Wellness |
| Approved by | Te Mana Whakahaere |
| Date Established | October 2009 |
| Last approved revision | 24 September 2019 |
| Review Date | September 2022 |

Te Wānanga o Aotearoa are committed to providing and maintaining a positive, safe and healthy environment for our kaimahi, taura, tamariki and manuhiri.

1.0 Te Pūtake

All locations we work from will meet the requirements under the Health and Safety at Work Act 2015. Our procedures, practices and environments are designed with wellbeing in mind.

Te Wānanga o Aotearoa is committed to the continual improvement of our health, safety and wellbeing systems, including ongoing stakeholder participation.

2.0 Ngā Ture Whakapai

Health and Safety at Work Act 2015
WorkSafe New Zealand Act 2015

3.0 Tikanga Whakahaere

| Ngā Uarā | Policy |
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| <p>Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable</p> <p><i>Policy statements related to the allocation of responsibilities or accountabilities.</i></p> | <p>3.1 Te Wānanga o Aotearoa recognises the importance of providing a positive, safe and healthy environment for kaimahi and taura. We will show this through positive interactions with each other, our environment, iwi and our communities.</p> <p>3.2 Te Wānanga o Aotearoa will:</p> <ul style="list-style-type: none"> a. Ensure the health, safety and wellbeing of all kaimahi, taura, tamariki and manuhiri so far as is reasonably practicable. b. Ensure that the workplace is without risks to the health, safety and wellbeing of kaimahi, taura, tamariki and manuhiri so far as is reasonably practicable. c. Ensure mutual cooperation and participation will be at the centre of all interactions. d. Provide assistance to ensure the safe, timely and, sustainable return to work of injured or ill kaimahi. |

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| <p>Te Whakapono The basis of our beliefs and the confidence that what we are doing is right</p> <p><i>Policy statements related to stakeholder participation or reporting.</i></p> | <p>3.3 Te Wānanga o Aotearoa accepts that a safe learning and working environment is established through the commitment of kaimahi and taura to care and be responsible for each other.</p> <p>3.4 Te Wānanga o Aotearoa will:</p> <ul style="list-style-type: none"> a. Ensure that all kaimahi and taura understand health and safety management systems relative to their responsibilities and are trained, supervised and provided with information to undertake their duties safely. b. Foster a culture of openness to encourage speaking up about any safety concerns at any time and know these concerns will be heard. c. Make sure kaimahi and taura feel supported to seek help for any issues or distress. d. Make sure kaimahi and taura understand what is expected of them at work, in the work tasks performed and, what is acceptable behaviour. e. Not tolerate bullying, harassment, or discriminatory behaviour of any kind. f. Regularly support health and wellbeing initiatives delivered through the Tau Ora kaimahi wellbeing programme. g. Consult with kaimahi about workplace wellbeing and provide opportunity to input and feedback on the Tau Ora wellbeing programme. h. Request champions who can encourage and support good mental health and wellbeing. <p>3.5 Line Managers will</p> <ul style="list-style-type: none"> a. Check in regularly with kaimahi to ensure workloads are manageable, discuss any issues, offer flexible work practices wherever possible and/or legally required, and support opportunities for professional skills development and growth. b. Provide contact details for support services that can be accessed easily and discreetly, and encourage kaimahi to utilise rest breaks. <p>3.6 All Kaimahi and Taura will:</p> <ul style="list-style-type: none"> a. Treat everyone respectfully. b. Speak up if they need help or support. |
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| | <ul style="list-style-type: none"> c. Speak up about any bullying, harassment, unsafe or discriminatory behaviour identified in the workplace. d. Take personal responsibility to stay mentally healthy at work (eg taking rest breaks, speaking up if stressed). e. Support hoamahi to speak up if they need help for anything affecting their health both mentally and physically. f. Access support if required. g. Ask about options if they feel they need time away from work/learning to manage their mental health. h. Take reasonable care to ensure that their safety and the safety of others is not compromised. i. Comply with any reasonable instruction that is given by Te Wānanga o Aotearoa which allows Te Wānanga o Aotearoa to comply with Health and Safety legislation and Tikanga Wananga. |
| <p>Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p> <p><i>Policy statements related to compliance or process / system integrity</i></p> | <p>3.7 Te Wānanga o Aotearoa must ensure that our workplaces meet the standards required under the Health and Safety at Work Act 2015 and, have a role in promoting, protecting and supporting kaimahi health, safety and wellbeing within our workplaces.</p> <p>3.8 Te Wānanga o Aotearoa will:</p> <ul style="list-style-type: none"> a. Comply with all relevant health and safety legislation, standards, policy, procedure, codes of practice and best practice guidelines. b. Ensure all workplace incidents, accidents and notifiable events, are reported within the legislative timeframes and investigate causes to improve and prevent reoccurrence. c. Maintain an effective programme to ensure that all workplace hazards and risks are systematically identified and appropriate measures implemented to prevent and/or manage those hazards and risks. d. Regularly review and monitor all identified hazards to take into account any changing conditions and, circumstances within the workplace and, ensure appropriate and accurate records are kept. |

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| <p>Kotahitanga Unity amongst iwi and other ethnicities, standing as one</p> <p><i>Policy statements related to cohesion, uniformity, integration or transparency</i></p> | <p>3.9 Te Wānanga o Aotearoa recognises that caring for the wellbeing of our whānau, iwi, hapū while on premises or engaged in our programmes.</p> <p>3.10 Te Wānanga o Aotearoa will:</p> <ul style="list-style-type: none"> a. Implement the Kaimahi Participation Process that provides the opportunity for kaimahi to participate in health and safety matters. b. Ensure all kaimahi and their unions have the opportunity to participate in the development of health and safety practices, and that all relevant documentation relating to health and safety issues are made available to all kaimahi. <p>3.11 Te Wānanga o Aotearoa will develop and implement tikanga here to provide for and give effect to this Tikanga Whakahaere.</p> |
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4.0 Whanuitanga

This tikanga whakahaere applies to all Governance and Kaimahi of Te Wānanga o Aotearoa.

5.0 Whakamāramatanga

| Term | Description |
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| Due Diligence | For the purposes of this Tikanga Whakahaere, action that is considered reasonable for people to be expected to take in order to keep themselves or others and their property safe. |
| Hapū | Sub-tribe. |
| Hoamahi | Colleague. |
| Iwi | Tribe. |
| Kaimahi | Workers employed, seconded, conducting work experience, volunteers, and authorised contractor's by/to/of Te Wānanga o Aotearoa. |
| Kaimahi Participation Process | A process used to nominate and elect Safety Representatives based in each Takiwā and ensure engagement in worker participation. |
| Manuhiri | Visitors. |
| Reasonably Practicable | What is reasonably able to be done in relation to ensuring the health and safety of workers and those effected by the work. |
| Tamariki | Children enrolled in ngā Puna Whakatupu (Early Childhood Education at Te Wānanga o Aotearoa). |
| Taura | All persons currently enrolled in Te Wānanga o Aotearoa programmes. |
| Tau Ora | Te Wānanga o Aotearoa Employee Wellbeing Programme. |
| Te Mana Whakahaere | The governing body of Te Wānanga o Aotearoa established under Section 171 of the Education Act 1989 |
| Te Wānanga o Aotearoa | Includes Te Wānanga o Aotearoa and all 100% owned and controlled entities. |
| Whānau | Family (or extended family). |

| Term | Description |
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| Workplace | For the purposes of this Tikanga Whakahaere, a safe working and learning environment that includes noho, off campus delivery and, offsite activity. |

6.0 Ngā Hononga

Related tikanga whakahaere:

- Auahi Kore (Smoke Free)
- Environmental Sustainability
- Motor Vehicle Management
- Vessel Safety
- Risk
- Business Continuity Management Plan
- Drug and Alcohol

Related tikanga here:

- Te Marupainga Framework
- TM01 Leadership and Commitment Procedure
- TM02 Planning and Objectives Procedure
- TM03 Measuring and Monitoring Performance Procedure
- TM04 Critical Risk Management Procedure
- TM05 Incident Management Procedure
- TM06 Assurance of Te Marupainga Procedure
- TM07 Injury Management Procedure
- TM08 Kaimahi Engagement, Participation and Representation Procedure
- TM09 Facilities Based Hazard Management Procedure
- TM10 Contractor Management Procedure
- TM11 Third Party Management Procedure
- TM12 Manuhiri and Tamariki Onsite Procedure
- TM13 Safe Work and Activities Procedure
- TM14 Training and Capability Procedure
- TM15 Emergency Preparedness Procedure
- TM16 Drug and Alcohol Procedure

Related documents:

- Mana Whaiaro
- HSMS Governance Document
- 2016 – 2020 Te Marupainga Health and Safety Strategy
- Annual Kiriwhanake Business Plan
- Annual Health and Safety Plan