

HEALTH & SAFETY POLICY



Purpose

To record that the Council and Management of Tasman District Council are committed to protecting its employees, contractors, subcontractors, volunteers, visitors, public and property from accidental harm or damage, by ensuring that the work environment is safe and people remain healthy, and that we are committed to continually improving the organisation's safety performance.

Application

This is the Tasman District Council's overarching Health and Safety Policy. It has been prepared in compliance with WorkSafe New Zealand's health and safety legislation and guidelines. It is supported by a suite of associated policies, standard operating procedures, protocols and processes that provide for the management of employees health and safety while at work.

Authorised by:

Lindsay McKenzie
Chief Executive

Next review date: November 2019

Management will:

- ⇒ Provide a safe working environment.
- ⇒ Ensure adequate resources have been allocated to health and safety.
- ⇒ Champion and promote a culture of responsibility and accountability for health and safety through the organization.
- ⇒ Strive to engage employees at every level and foster a top down safety culture that demonstrates and reinforces our commitment to the health and safety of our employees.
- ⇒ Continually improve our performance through effective safety management.
- ⇒ Ensure there is accurate reporting and recording of all hazards, accidents or incidents, including investigation of serious harm or potentially serious harm accidents.
- ⇒ Ensure supervision and training is provided to enable staff to undertake tasks using safe methods and practices at all times.
- ⇒ Work closely with ACC case managers and injured staff to facilitate a rehabilitation programme or return to work plan as soon as possible.
- ⇒ Consult with employees and encourage employee participation to contribute towards a safe and healthy workplace by developing an employee participation system which includes management, employees, health and safety representatives, union and other key staff on health and safety committees.
- ⇒ Be accountable for the management of health and safety within work areas over which they have control.

Employees will:

- ⇒ Comply with all safe work practices, with the intent of avoiding injury to themselves and others, and damage to any plant or equipment.
- ⇒ Use all protective equipment, machinery, vehicles and materials safely and in the manner intended.
- ⇒ Communicate H&S issues or concerns either directly to their manager, a health and safety representative or the Health & Safety Advisor.
- ⇒ Identify and report all hazards, accidents or incidents observed in the workplace immediately.
- ⇒ Take an active role in contributing to the Employee Participation Programme including participating at meetings, training and other health and safety activities when offered.
- ⇒ Take reasonable care of the H&S of themselves to ensure that no action or inaction while at work causes harm to themselves or any other person.
- ⇒ Take an active role in any personal treatment and Individual Rehabilitation Plan to ensure they successfully stay at work or achieve an early and durable return to work.
- ⇒ Be responsible for their personal H&S within their areas of work.

Our Contractors, Subcontractors & Volunteers will:

- ⇒ Comply with and understand their H&S obligations to themselves and others.
- ⇒ Report all accidents and near misses to the Council as soon as practical.