

Policy on Health, Safety and Wellbeing - 9.8

Queenstown Lakes Community Housing Trust

February 2015

Updated February 2017, February 2018, February 2019, August 2020, May 2021, August 2022

Background

Trustees have agreed to adopt Council's general policy on HS&W and incorporate this into a new policy for QLCHT which outlines QLCHT's commitment to establishing and maintaining a healthy and safe working environment. This includes hazard management, accident management, accident prevention, emergency planning and general wellbeing of employees.

Policy Adopted

This policy applies to everyone in QLCHT's office premises, travelling on QLCHT business, or place of service delivery, including employees, trustees, clients, volunteers, contractors, visitors or members of the public who may be affected by its activities.

QLCHT's policy provides commitment to:

- Promoting and maintaining the HS&W of its employees, Trustees, clients, volunteers, contractors, visitors or members of the public who may be affected by its activities.
- Providing a work environment that is safe and healthy and enables employees the opportunity to provide the best possible service and value for money to QLCHT's wide range of stakeholders.
- Continuous improvement to ensure that all activities take place under a balanced allocation of organisational resources, aimed at achieving the highest level of safety performance.
- Minimising our contribution to the risk of an accident as far as is reasonably practicable, but to also provide a safe and healthy working environment for employees and contractors.

QLCHT will ensure that the working environment is managed and that safety and health is promoted by undertaking the following steps:

- All employees will work in a safe and healthy work environment;
- All employees shall be adequately trained and competent to perform the tasks expected of them in an effective and safe manner;
- All employees shall be committed to their personal HS&W and to that of other employees;
- Existing and new workplace hazards shall be systematically identified and appropriately managed to effectively mitigate the safety risks of hazard consequences to a point which is as low as reasonably practicable;

- Management is committed to observe, comply and enforce the relevant acts, regulations and industry best practice that apply to the working conditions of QLCHT through policy and procedure;
- Management will be responsible and accountable for the continuous improvement of HS&W through setting annual objectives, consultation and review of hazards and accident data;
- Management will provide equipment and training to support a healthy and safe environment;
- Management will be aware of the risk of fatigue and effects on mental health, and ensure no employees become fatigued or unduly stressed through unsustainable working practices;
- QLCHT will provide an Employee Assistance Programme (EAP) for all staff;
- No action will be taken against any employee who discloses a safety concern through the hazard reporting system, unless such disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence or a deliberate or wilful disregard of regulations or procedures;
- Injured workers will be provided with the necessary support for a safe and structured early return to work;
- All accidents to employees, Trustees, clients, volunteers, contractors, visitors will be reported, recorded and investigated accurately and in a timely manner;
- Management will ensure HS&W is an ongoing agenda item at weekly staff meetings.
- All incidents and near-misses will be reported to Trustees monthly.
- QLCHT Management to undertake a full review annually of compliance of controls within the Hazard Register and report on this to Trustees.

This policy shall be administered in accordance with the Health and Safety in Employment Act 1992 and Health and Safety in Employment Act Amendments 2002 and the Health and Safety at Work Act 2015.

QLCHT Trustees and company officers are all deemed to be a Person Conducting a Business or Undertaking (PCBU), and agree to take steps to maintain standards and operate within regulations.

Company officers need to consistently check that the enterprise as a whole is meeting its work health and safety obligations. Workers, visitors and customers will also have to be more aware of complying with new HS&W laws.

While the PCBU is responsible for a worker's health and safety as it relates to the workplace, every worker (employee, contractor, temporary worker, sub-contractor, labour hire worker, apprentice and volunteer) has a responsibility for work safety.

This policy is a living document and is to be reviewed and updated at quarterly Board meetings, along with QLCHT's Hazard Register.