

Ringa Atawhai Mātauranga

Health and Safety Handbook



Health and Safety Handbook

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SECTION I Background

(i) Purpose:

The purpose of this Health and Safety System and Handbook is to provide a structured framework, management system, policy and procedures and forms / templates and toolkits for the management of Health and Safety within the PTE, inclusive of off-site practical components of programmes.

(ii) Guiding Documents

The key Guiding Documents relevant to this Health and Safety System and Handbook are:

- Health and Safety at Work Act 2015 and Regulations 2016.
- NZQA – Private Training Establishment Rules (2022)
- NZQA – Guidelines for Private Training Establishment Registration (2022)
- *MOE – Worksafe at Schools: Creating a Health and Safety Framework in Schools
- *MBIE – What you need to know about Health and Safety
- *ACC – Worksafe – Thinksafe booklets
- *ACC – How to implement safer workplace practices
- MBIE – Health and Safety Guideline for Directors
- Government Health and Safety Lead
<https://www.healthandsafety.govt.nz/.../reports/good-practice-guides>

(iii) Scope of Coverage

This Health and Safety System and Handbook covers all aspects associated with the management and implementation of Health and Safety within the PTE. This includes the management of hazards, emergency management, accident and incident management, the management of the health and safety of employees, taura, manuhiri and contractors / service providers, and staff health and safety participation and training.

SECTION II Health and Safety Policy

HEALTH AND SAFETY POLICY

RATIONALE:

In its role as a “good employer” and “duty of care” responsibilities to service users and obligations under the Health and Safety at Work Act 2015 the PTE Directors are committed to protecting and enhancing the health and safety of all people within the organisation.

POLICY STATEMENT:

The Directors of the PTE will:

- take all practicable steps to promote, provide and maintain a safe and healthy physical and emotional environment for all tauira, employees, manuhiri and contractors at the PTE;
- comply with all relevant Health and Safety Legislation, Standards and Codes of Practice; and
- provide Health and Safety leadership and meet its on-going duty of Health and Safety due diligence.

GUIDELINES:

This will be achieved by:

- (1) By establishing a robust Health and Safety Programme within the PTE with clear roles and responsibilities for all participants.
- (2) Ensuring all tauira, staff, manuhiri and contractors / service providers are well informed on health and safety matters and are aware of the strategies and procedures that are in place to promote and provide a safe working environment; also, by ensuring that tauira, staff, manuhiri and contractors / service providers take individual responsibility for observing safe practices and creating and maintaining a safe and healthy environment within the PTE.
- (3) Ensuring staff and tauira are consulted and given the opportunity to participate and provide feedback on Health and Safety management, practice and regulatory compliance.
- (4) Ensuring that there is a well-planned, co-ordinated, integrated, PTE-wide approach to Health and Safety and that all necessary PTE policies, procedures and practice are in place.

- (5) Ensuring that all tauira are provided with a safe physical, cultural and emotional environment while attending the PTE including during off-site learning.
- (6) Having effective processes in place to systematically identify and manage potential, existing and new hazards and risks; this includes hazards faced by tauira, staff, manuhiri and contractors / service providers. Health and Safety Management Plans are to be used where appropriate to manage potential risks and other specific Health and Safety issues
- (7) Promoting a system of continuous improvement and ensuring that there are effective processes in place for the internal audit and on-going review and evaluation of Health and Safety management systems, which is in line with good practice and legal requirements.
- (8) Requiring accurate and timely reporting, recording and investigation of PTE related accidents, illness and incidents, and the implementation of follow up corrective action.
- (9) Providing appropriate Health and Safety information, induction, training, orientation and support for all new and existing staff.
- (10) Promoting employee health and well-being and implementing a Staff Wellness Programme within the PTE.
- (11) Managing employee rehabilitation in a fair, supportive way, to enable a durable, safe and early return to work following injury or illness.
- (12) Having effective procedures in place for the hiring, induction, management and monitoring of contractors & service providers and being accountable for their safety.
- (13) Establishing emergency preparedness and response requirements by having appropriate Emergency Management plans and procedures, including Emergency Response Procedures, in place for all likely and foreseeable emergencies.
- (14) Ensuring that all the PTE's buildings, premises, facilities, utilities and equipment are well maintained and safe.
- (15) Having procedures in place and implemented to address any specific Health and Safety issues or organisational requirements (i.e. Specific Industry Requirements) associated with the particular training / industry, context / circumstances or activities of the PTE; such as any site-specific requirements, approved Codes of Practice or Guidelines, or any particular industry Standards or Legislative requirements.

RELEVANT LEGISLATION:

Health and Safety in Employment Act (1992) and it's Amendments
Education Act (2020)
Fire Services Act (1975)

RELEVANT DOCUMENTS:

NZQA – Guidelines for Private Training Establishment Registration (2022)
Legislation Compliance Handbook
Personnel Management Policy (2024)
MBIE – What you need to know about Health and Safety
MBIE – Health and Safety Guideline for Directors
ACC – Think safe Resources for Schools
ACC – How to Implement Safer Workplace Practices

RATIFICATION:

Policy ratified by Board:

C. Pea
(Signed for Board)

20/02/2025
(Date confirmed)

REVIEW:

This policy is to be reviewed as part of the PTE's Self-review Programme (Cyclic Review)

Review Date: 20/02/2027

CONSULTATION:

Student, employees, management and Governance Board members are to be consulted as part of the review of this policy.

SECTION III Health and Safety Management

This Section comprises the following parts:

- (i) Health and Safety Framework / System**
- (ii) Human Resource Safety Management**
- (iii) Hazard Management**
- (iv) Accident, Illness and Incident Management**
- (v) Emergency Management**
- (vi) Contractor and Service Provider Management**
- (vii) Buildings, Premises, Facilities and Equipment**
- (viii) Visitor Management**
- (ix) Taura Safety and Welfare**
- (x) Specific Industry Requirements**

(i) Health and Safety Framework / System

(a) Background Information

The PTE and the Directors have a legal obligation to take all practical steps to ensure the safety of all people on their premises. The PTE must be able to demonstrate that it has a health and safety framework, system and processes in place to protect its staff, taura, manuhiri and contractors / service providers.

The Governance and Management of the PTE are committed to protecting and enhancing the health and safety of all people within the organisation, continually improving health and safety systems and practice and providing appropriate and necessary resources to achieve this. The necessary resources include personnel, plant, equipment and operating budget. It is also committed to complying with all relevant Health and Safety Legislation, Standards and Codes of Practice. This commitment is outlined in the PTE's Health and Safety Policy.

Commitment is also needed from employees and taura. This commitment requires an understanding of health and safety practice, roles, responsibilities, accountabilities and requirement; also, good communication of health and safety information plus the active involvement of all staff in Health and Safety management.

A strong, practical and manageable health and safety system and structure will ensure that health and safety is part of core business and that a genuine 'safety culture' is established and embedded within the organisation.

The PTE will have a well-planned, co-ordinated and integrated PTE-wide approach to health and safety. There will be a fit for purpose Health and Safety management

system in place that is well integrated with the PTE's other management systems. All necessary internal policies, procedures and practice will be put in place and consistently implemented. The Directors will hold the CEO to account for effective implementation of the Health and Safety system. The objective of keeping all people safe within the organisation is central to the PTE's Health and Safety Policy and part of the organisation's Strategic Plan and is integral to the PTE's Charter.

The PTE's Health and Safety Policy will be developed in conjunction with employees and other stakeholders and will be signed, well publicised and displayed within the PTE. The **Health and Safety Management Plan (Template 6/T16)** will be used to manage the Health and Safety requirements of specific PTE events or activities.

See the **Health and Safety Framework / System (Example 6/T1)** and the PTE's Health and Safety Policy for details. Also see details of Health and Safety Programme Monitoring, Evaluation and Review (Self-Assessment), Planning and Reporting and Resources outlined in Section IV Organisational Information.

(b) Roles and Responsibilities

The Directors, CEO, staff, manuhiri, tauira and contractors / service providers will have clear health and safety roles and responsibilities:

The Directors will:

- provide informed leadership and policy that sets out the direction for Health and Safety Management within the PTE
- establish a framework, structure and system for Health and Safety Management including Plans and Targets, Monitoring, Reporting and Review
- meet their duty of "due diligence" by having a good personal knowledge of health and safety matters and ensuring and verifying that the PTE has appropriate health and safety processes and resources in place (See (c) Directors – Duty of due diligence for further details)
- take all practical steps to provide and maintain a safe and healthy physical and emotional environment for all tauira, employees, manuhiri and contractors / service providers at the PTE
- be committed to continuous improvement in Health and Safety
- comply and ensure overall PTE compliance with all relevant Health and Safety Legislation, Regulations, Standards and Code of Practice

- ensure the PTE meets all Health and Safety requirements regarding emergency management, hazard management, accident / illness / incident management, the protection of staff and taura, visitor and contractor / service provider management and the training and participation of staff

The CEO will:

- plan and lead the implementation and maintenance of the Health and Safety System, and secure and allocate resources accordingly
- allocate responsibilities and accountabilities to staff for the implementation of the Health and Safety system and its components
- supervise and review and work with the Management team, including the Health and Safety Officer, to implement the Health and Safety policy and operational procedures
- receive reports and monitor the implementation of the Health and Safety Programme and Health and Safety policy and procedures, and implement continuous improvement
- be accountable to and report to the Directors on the implementation and effectiveness the of Health and Safety programmes

The Health and Safety Officer will:

- ensure that staff participate and are kept well informed on Health and Safety matters and issues, that safety information is displayed throughout the PTE and a staff Health and Safety Representative is appointed annually
- encourage and facilitate regular Health and Safety discussion and feed-back from staff including at Staff Meetings
- be responsible to the CEO for the day-to-day management of Health and Safety within the PTE
- be responsible for implementing and reviewing the PTE's overall Health and Safety Programme
- maintain and update the PTE's Health and Safety policies and procedures
- monitor the on-going implementation of Health and Safety policies and procedures and safety practice by staff
- complete an annual Health and Safety Self Audit of Health and Safety Management within the PTE

- provide regular Health and Safety reports to the CEO, including information on recent serious accidents / incidents, new hazards, staff rehabilitation (if applicable), and evacuation drills

Tutors, Support and Other Staff will:

- read and understand the Health and Safety policy and procedures and each year sign the Health and Safety Acknowledgement Form
- comply with all directions and instructions from the CEO regarding Health and Safety.
- implement Health and Safety policy and procedures including any Health and Safety Management Plans
- ensure no action or inaction causes harm to any other person
- report PTE related hazards, accidents, injuries, illness and incidents
- take all reasonable steps to ensure their own safety
- annually select a Staff Health and Safety Rep. who will represent and speak on behalf of staff

Tauira and Manuhiri will:

- ensure no action or inaction causes harm to any other person
- behave in a safe and responsible manner at all times
- comply with all PTE Health and Safety policy and procedures
- follow all reasonable instructions of staff

(c) Directors – Duty of Due Diligence

In order to meet its duty of “due diligence” the Directors will:

Have a personal knowledge and understanding of:

- health and safety matters within the PTE; and
- the operations of the PTE and the associated hazards and risks

Ensure and verify the PTE has:

- resources and processes are in place to eliminate or minimise risks;
- appropriate processes for receiving and considering Health and Safety information and responding to it in a timely way; and
- appropriate processes for complying with all the duties and obligations contained in the HSE Act.

(d) Directors – Additional Obligations

The Directors have the following additional obligations in order to meet their “**duty of due diligence**” with regard to the planning, delivery, monitoring and review of Health and Safety within the PTE.

1. Policy and Planning:

The Directors will ensure that the PTE:

- develops, approves and publishes a Health and Safety Policy that sets out the Directors’ commitment to Health and Safety
- includes Health and Safety in the PTE’s Charter, Strategic and Annual Plan including Health and Safety Desired Outcomes, Targets, Performance Measures / Indicators (using both Lead and Lag Indicators), and where necessary Improvement Action Plans
- develops a structured, comprehensive Health and Safety Management System with clear detailed system structures and processes, which is well integrated and linked into the PTE’s overall Management System and Management System Manual
- clearly defines the Board’s and individual director’s roles in leading Health and Safety in the organisation
- applies a performance review process to the CEO and Management which includes Health and Safety responsibilities and accountabilities

2. Delivery

The Directors will ensure that the PTE:

- develops, implements, audits and regularly reviews and updates an effective Health and Safety Management System consistent with accepted standards
- reviews the CEO and Management Reports or internal reviews, and internal self-audits of system, processes and control plans
- is aware of, and understands, the PTE’s hazard management systems
- is staffed with sufficient personnel with the right skill mix, supported by specialists as required to operate the PTE safely
- provides all necessary plant and equipment that is fit for purpose, well maintained and supported by training and safe operating procedures
- provides sufficient funds for effective implementation and maintenance of the PTE’s Health and Safety Management System and for improvement programmes

3. Monitoring

The Directors will ensure that the PTE:

- is effectively implementing appropriate Health and Safety strategies
- has clear requirements regarding reporting and time frames for significant annual events and due dates
- reviews serious incidents, including serious non-compliance and near misses and be satisfied with the adequacy of management actions in response
- seeks independent expert advice, if required
- develops specific improvement goals – to be developed annually by the CEO and the Directors

4. Review

The Directors will ensure that the PTE:

- develops, implements, audits and regularly reviews and updates an effective Health and Safety System consistent with accepted standards
- has processes and arrangements for reviewing Health and Safety that are outlined in the PTE's Management System document
- uses formal and informal On-going / Regular Reviews, Operational Reviews and Annual Reviews
- uses Strategic Self Review to review Annual Plans and Goals & Targets (as compared against benchmarks), and the review of significant events and associated data
- uses Cyclic reviews including Cyclic Systems Reviews of Health and Safety
- implements an action plan and tracks progress as an outcome for the Review, as part of the Self-Assessment Programme

Refer *Health and **Safety Framework /System (Example 6/T1)** for the organisation-specific Framework / System for the PTE.*

(ii) Human Resource Health and Safety Management

(a) Background

All employees will be provided with a safe and healthy work environment. The PTE will take all reasonably practical steps to protect the physical and emotional health and safety and welfare of all staff. A staff “safety culture” will be developed, encouraged and implemented within the PTE.

Staff also have a legal responsibility to take all practical steps to ensure their own safety at work and also to ensure no action or inaction by them causes harm to any another person. Staff will be encouraged to take individual responsibility for observing safe practices and creating and maintaining a safe and healthy environment within the PTE. The CEO will ensure staff have sufficient experience, are well qualified with the right skill mix to safely operate the organisation.

(b) Employee Information and Communication

All employees are to be kept well-informed, up-to-date and aware of their health and safety roles and responsibilities, employer expectations and the strategies and procedures that are in place to promote and provide a safe School and working environment.

All employees will have ready access to the PTE’s Health and Safety Policy and other Health and Safety documentation including a copy of the Health and Safety Handbook and a Staff Health and Safety Guide.

There will be clear, open and on-going discussion, feedback and communication with staff at Programme Area level, Staff Meetings and Management level about the Health and Safety management, requirements and issues within the PTE. Written and verbal information will be conveyed to staff at Programme Area meetings and at full Staff Meetings, on a regular basis, by the Health and Safety Officer.

All staff are to be provided a Staff Health and Safety Guide at the beginning of each year and are to sign a **Health and Safety Acknowledgement Form (Form 6/T3)**. The Staff Health and Safety Guide will comprise a summary of information and extracts from the Health and Safety Handbook.

Relevant and meaningful signage, placards, posters and other items will be used to convey Health and Safety information. The Health and Safety Officer has the responsibility to ensure all staff are up-to-date and well informed and understand their health and safety responsibilities and obligations, as outlined in the Health and Safety Handbook.

All new employees are to be provided with a Health and Safety Induction. See the **Health and Safety Employee Induction Checklist (Checklist 6/T2)** for details.

(c) Employee Consultation, Participation, Supervision and Training

Staff will be encouraged and given the opportunity to be actively involved and participate in Health and Safety management and regulatory compliance within the PTE. This includes the development and evaluation of health and safety programmes.

A Staff Health and Safety representative will be elected and will represent and speak on behalf of staff on Health and Safety matters, including at full Staff Meetings and at meetings with Management. Staff will be encouraged to be involved in Health and Safety management by maintaining a safe working environment and work facilities, and also by the identification and monitoring of hazards and the use of safe work practices.

Staff are to be provided with appropriate and relevant Health and Safety training as required. The PTE will regularly assess the Health and Safety training needs of staff and the necessary training, which will be provided as part of Staff Professional Learning and Development. Suitably qualified trainers will be used to provide training sessions. Training records will be maintained for each staff member and reviewed regularly to track progress on achieving health and safety competency.

The **Health and Safety Training Record (Template 6/T17)** is to be used to record Employee Training and Professional Development. New employees will be appropriately supervised by a designated, experienced / skilled staff member to ensure he / she works safely and does not cause harm to themselves or any other person. The supervision will consist of a combination of monitoring and support.

Also see Section III (i) b Roles and Responsibilities for specific details of Employee roles and responsibilities.

(d) Employee Health and Well-being

The PTE will promote staff health and well-being by providing and encouraging employee participation in a voluntary Staff Wellness Programme. The Programme will be designed to meet the specific needs of staff.

- The Staff Wellness Programme *could include*:
- Health Screening / Monitoring
- An Employee Assistance Programme (EAP)
- Workplace Assessments
- Health protection and vaccination
- Physical Activity and Fitness Programme
- Promoting Healthy Living
- Workplace Support and creating a Healthy Workplace

(e) Employee Injury Management, Rehabilitation and Return to Work

The PTE will have procedures in place to manage the rehabilitation and help employees make the transition back to work following illness or injury. Employee rehabilitation and return to work will be handled in a fair, supportive way that enables a durable, safe and early return to work by employees.

Emphasis will be placed on intervention that:

- retains the employees in the workplace; **or**
- enables the employee to return to work safely at the earliest reasonable opportunity

The PTE will have procedures in place and will ensure that injured persons are appropriately cared for. In the case of serious injuries and fatalities, this care will also extend to families and workmates.

Management will adopt a positive attitude towards the employee's injury and treatment, encourage good communication with the employee and engage in timely and early intervention. The injured person will be encouraged to take responsibility for their own rehabilitation and transition back to work.

A job description will be provided to the employee's health provider so that an informed decision can be made about their ability to perform their normal work duties.

The return to work will have a focus on rehabilitation and may involve a graduated return to work or alternative / modified duties that the employee could do during their recovery.

Management will adopt a flexible approach when planning, implementing and supporting the employees safe and managed transition back to full duties. The employer and employee will act in good faith throughout the rehabilitation return to work process.

(iii) Hazard Management

(a) Background

The main aim of a Health and Safety Management System is effective hazard and risk management. The PTE will put in place processes to systematically identify, assess and manage existing, new and potential hazards. This includes hazards faced by tauira, staff, manuhiri and contractors / service providers.

See the information below (iii)b Terminology for the definition of a Hazard.

A **Health and Safety Management Plan (Template 6/T16)** is to be used, where appropriate, to manage and control hazards and other potential health and safety issues. Hazard management will apply across the whole organisation with the on-going and active involvement of management, staff and tauira, and input from manuhiri, contractors and service providers.

The Health and Safety Officer will have overall responsibility for hazard identification and management. All staff, tauira, Manuhiri and contractors / service providers will have a responsibility to report existing and new hazards in their work area or situation. Hazard identification and management will be well promoted and publicised and appropriate, timely information and, where necessary, training provided for Management and staff.

(b) Terminology

Hazard - an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside the PTE) that is an actual or potential cause or source of harm or loss.

This includes:

- a situation where a person's behaviour may be an actual or potential cause or source of harm to themselves or another person
- without limitation, a situation described in above paragraph resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour

Significant Hazard

- a hazard that is an actual or potential cause or source of:
- serious harm
- harm (that is more than trivial) where the severity of the effects depends, entirely or among other things, on how much or how often a person is exposed to the hazard
- harm that doesn't usually occur, or usually is not easy to detect, until significant time after a person is exposed to the hazard

(Source: ACC Publication)

(c) Hazard Management System

The PTE's Hazard Management System will comprise the following steps:

1. **Identify the hazards** - identify the things from within (or from outside) the PTE that may cause injury or harm to people within the PTE.
2. **Assess the hazards** - evaluate whether the hazards are significant, and how likely and serious the injury or harm would be if a person was exposed to the hazard.
3. **Manage / Control the hazards** - take all practicable steps to eliminate, isolate or minimise and address the significant hazards.
4. **Monitor the hazards** and any exposure to a hazard that has been minimised.
5. **Review the situation** - regularly review the situation and adapt processes and procedures - as new equipment and people are brought into the PTE and the situation changes.

1. Identify the Hazards

The following methods will be used to identify hazards:

- Hazard Registers — significant on-going hazards and the hazard control / action required will be identified using a **Hazard Register (Toolkit 6/T7)**. The Hazard Register will be well publicised, well understood and readily available to all staff.
- Hazard Identification Forms – Management, staff and taura will identify new and potential Hazards as part of day to day their activities within the PTE, by using the **Hazard Identification Form (Template 6/T5)**.
- Planned Inspections – regular, walk through and workplace inspections will be carried out using the **Hazard Inspection Sheet (Template 6/T4)**. The premises, buildings, outdoor areas and equipment will be inspected, staff interviewed and safety procedures and records examined.

The inspection will be carried out by the Health and Safety Officer with the full involvement of the relevant staff. The current and past experience of key employees will be fully utilised during the Hazard Inspection process. Where appropriate checklists will be used to evaluate specific equipment, materials and procedures.

New hazards identified during Planned Inspections are also to be recorded on the Hazard Identification Form (Template 6/T5)

- Task Analysis – if required ‘Task Analysis’ will also be used to examine the tasks involved in specific jobs, determine the effectiveness of work practices and procedures, and identify any hazards. This will involve talking to and observing employees doing their work and assigned tasks.
- Accident / Illness / Incident Reporting and Investigation – the reporting and investigation of PTE related accidents, incidents of harm or near miss will determine the cause of the Accident / Incident and whether a ‘significant hazard’ was involved, and whether any specific hazard(s) needs to be addressed and / or managed.

The **Accident / Illness / Incident Record (Template 6/T9)** and **Health and Safety Investigation (Template 6/T11)** will be used to report, record and investigate accidents, illness and incidents and this will provide a direct link to Hazard Management.

Monitoring Changes / New Hazards – during organisational change, risk and hazard assessments will be undertaken so that the full Health and Safety impact of the changes are understood and managed. Any changes or new tasks or processes for staff or new equipment, which may result in new health and safety risks and hazards, will be closely monitored and supervised. Hazards associated with new and / or untrained staff or volunteers will also be closely monitored.

2. Assess the Hazards

The hazards are to be assessed, ranked and prioritised. The significance and level of risk associated with the various hazards will be determined / assessed and priority ranking established for each hazard.

The **level of risk** associated with a hazard will be assessed as a combination of:

- a) the **likelihood** of the harm / loss (i.e. injury, illness or damage) occurring
- b) the **potential level of harm** (i.e. the nature and severity of the injury, illness and damage)

The following factors will be considered when priority ranking the various hazards:

- the level of risk associated with the hazard
- is the Hazard what the Law defines as a 'significant hazard' (see definition of a 'significant hazard' in (b) Terminology above)
- have there been any recent 'near misses'
- are there any specific hazards that staff want addressed first or immediately
- are there hazards that will result in good cost / benefit analysis that can be addressed quickly and easily

3. Manage and Control the Hazards

The management and degree of control of the identified hazards will be guided by the '**significance**' and overall '**priority ranking**' of each hazard. Significant and high priority ranking hazards will be dealt with first.

The practicality, personnel requirements, techniques currently available to control the hazard and the availability and cost of each of the possible management / control options will be weighed against how much they will actually reduce the risk of harm to staff, taura and manuhiri. All decisions and management strategies will meet the legal requirement of 'taking all practicable steps'.

- Evaluate the Hazards
- Each hazard will be evaluated to determine if it is practicable to:
- Eliminate the hazard. This means get rid of or remove it completely. If it is not practicable to eliminate then the PTE will;
- Isolate the hazard. This means confine, separate or manage the hazard so it is no longer accessible by people. If not practicable to isolate then the PTE will;
- Minimise the likelihood of harm. This means reducing or downgrading the possibility of harm and / or the possible effects of the hazard.
- Management of Hazard

The Management of Hazards will use the process outlined above and the following templates:

Hazard Identification Form (Template 6/T5)

Hazard Management Plan (Template 6/T6)

The **Hazard Management Plan** sets out the following information about each specific Hazard:

- the hazard and harm (injury, illness or damage)
- details of the hazard – when, where what task and who is affected
- an assessment of the hazard as ‘a significant hazard’ or not
- the overall priority ranking of the Hazard
- evaluation of the hazard and recommended control measures as either Eliminate, Isolate or Minimise
- the hazard management action implemented
- when completed – date and initials of the person responsible
- monitoring and review – date of last check

All new hazards are to be identified and added to the Hazard Register and all employees informed.

Protective clothing and equipment (PPE) will be provided and used by employees as required and directed. All employees will be properly trained in safe work practices and the management of hazards and new inexperienced employees well supervised and supported.

For all Field trips and situations where taura leave the PTE premises for PTE organised learning activities (other than work experience), the staff member

organising the trip / project / event must first obtain approval from the Health and Safety Officer and complete a Health and Safety Management Plan.

4. Monitor the Hazards

The known, new and potential hazards and the Hazard Management process are to be monitored on an ongoing basis. There will be regular Hazard Inspections carried out by the Health and Safety Officer in conjunction with staff, using the **Hazard Inspection Sheet (Template 6/T4)**. Staff will monitor their specific work environment for new and existing hazards. New hazards will be reported and recorded on the **Hazard Identification Form (Template 6/T5)**

Injury, illness and incident reports and investigation documentation will be monitored by the Health and Safety Officer for the occurrence of any new or emerging significant hazards. If minimisation has been used as a control measure, then the staff exposure to the hazard, and the management and control of the hazard, will be closely monitored by the Health and Safety Officer.

The practice and compliance of staff and the use of the hazard documentation and processes will also be monitored by the Health and Safety Officer. Staff are to be monitored (with their consent) to assess the effect of any workplace hazards, that cannot be eliminated or isolated. Staff will be given the results of the monitoring of their work environment.

Health and Safety will also be monitored as part of the PTE's overall Internal Monitoring processes and procedures – refer to Management System Governance and Management Handbook Section III (vi) Internal Monitoring for details.

5. Review of Hazard Management

Review of the implementation and effectiveness of the Hazard management and control processes, procedures and practice will be completed as part of the overall Review of Health and Safety and the PTE's Self-Assessment Programme. Refer to the Self-Assessment Programme Handbook for details.

The review of hazard data, information and documentation will be used to:

- develop and improve emergency procedures
- improve Injury, Illness and Incident Management
- develop contractor briefings

- make the workplace and School environment safer for staff, taura and manuhiri

(iv) Accident, Illness and Incident Management

(a) The PTE will have well-defined systems, processes and procedures in place to ensure that PTE related accidents, illness and incidents involving taura, employees, manuhiri and contractors / service providers are reported, recorded and investigated and appropriate corrective action taken. This system will enable the PTE to identify root-causes, develop remedial actions and improve injury prevention strategies and work practice, and make the PTE a safer place.

The PTE will ensure that all employees are well aware of the Accident / Illness / Incident reporting process and documentation and take responsibility for injury and incident reporting. The PTE will also ensure that there is appropriate training for Management and staff.

(b) Accident, Illness and Incident Procedures

All staff will be well aware of and follow the correct procedures when reporting, recording and dealing with PTE related accident, illness and incidents. The following processes and procedures will be used to respond to, report, record, investigate and address PTE related accidents, illness and serious near miss incidents:

- 1. Initial Response**
- 2. Report and record the Event / Incident**
- 3. Investigate the Event**
- 4. Corrective Action**
- 5. Feedback and Reporting**
- 6. Monitoring and Review**

1. Initial Response

The injured or ill person(s) will be given appropriate medical care and treatment and the scene made safe, including for other people. In the case of serious injury there should be as little interference or disturbance of the scene of the injury as possible and the Ministry of Business, Innovation and Employment (MBIE) and other agencies notified.

2. Report and Record the Event

Tauira, employees and manuhiri must report all accident, injuries and illnesses resulting from work or other activity within the PTE, to their CEO / Supervisor and / or the Health and Safety Officer immediately or as soon as possible. The injured person or supervisor / CEO must complete an **Accident / Illness / Incident Record (Template 6/T9)** for the accident or incident. This record sets out background information about the accident / incident and the initial steps taken. If the injury involves First Aid then this treatment, and the materials used are to be recorded in the **First Aid Record Sheet (Template 6/T12)**.

If the situation involves moderate to very serious injury or harm then a separate **Accident / Illness / Incident Report (Template 6/T10)** is also to be completed by the employee's supervisor or the Health and Safety Officer. In the case of accidents, injuries or illness of tauira the report is to be completed by the relevant Tutor. This report provides personal information about the injured / sick person, the health issues and a description of the accident / illness / incident.

When **serious harm** has occurred to an employee, tauira or visitor the PTE will also notify the Ministry of Business, Innovation and Employment (MBIE) as soon as possible and submit a written report within seven working days of the incident.

Harm refers to illness, injury or both, including physical or mental harm caused by work-related stress.

Serious harm is defined as:

1. Death
2. Permanent or temporary loss of bodily function
3. Amputation of body part
4. Burns requiring referral to a specialist
5. Loss of consciousness
6. Harm causing hospitalisation of more than 48 hours

The Health and Safety Officer is responsible for ensuring the Accident / Illness / Incident Record, First Aid Record and the Accident / Illness / Incident Report forms are completed by the relevant staff and kept up to date.

3. Investigate the Event / Incident

If the situation involves a serious to very serious accident or injury to an employee / tauira / visitor, or a serious work-related illness to an employee then the PTE's Health and Safety Officer is to also carry out a Health and Safety investigation using the **Health and Safety Investigation (Template 6/T11)**. The investigation will describe the accident / illness / injury, analyse the causes and contributing factors and recommend appropriate corrective action and follow-up.

The purpose of investigating accident and incidents is to identify the root causes and factors that contributed to the accident, injury or incident, and to put in place measures to prevent reoccurrence. In the case of very serious harm / injury, OSH will most likely also be involved in the investigation process.

Potentially serious incidents, where no actual injury or serious harm has occurred (near miss), will still be appropriately investigated in order to ensure the incident or situation does not reoccur and cause harm in the future

4. Corrective Action

After analysing the key factors and hazards that caused the accident / incident and other factors that may have contributed to accident / incident and the relevant safety issues involved, corrective action will be put in place and implemented to prevent reoccurrence.

Corrective action to control the factors that caused and / or contributed to the event and to address deficiencies identified during the investigation could include:

- a change in work and safety practices by employees, i.e. at a task level
- change in hazard control measures, such as inclusion of the direct cause of harm as a monitored and managed hazard and placement of the hazard on the PTE Hazard Register
- a change in Health and Safety management processes and procedures
- a change in the type and nature of the supervision
- better use of checklists and self-audits
- improved maintenance schedules and records
- additional training for staff

The Health and Safety Officer will be responsible for ensuring that corrective actions are identified, implemented and later reviewed.

5. Feedback and Reporting

Feedback and information will be provided to employees, tauira and other relevant people on the Health and Safety Investigation and corrective measures put in place to prevent a reoccurrence of the accident / incident, such as changes in safety procedures and safety practice.

If required and appropriate, employee disciplinary action may result from the accident / incident investigation, particularly if well understood safety rules have been deliberately broken or ignored.

The Health and Safety Officer will be responsible for reporting serious accident and injury and other aspects of Accident / Illness / Incident Management to the CEO and Directors.

6. Monitoring and Review

The situation, hazards and employees involved in any serious injury, accident, (including any corrective actions) will be monitored by Management and / or the Health and Safety Officer. The data collected from accident and incident records will be reviewed and used to inform changes in Health and Safety management and practice.

The Directors will review all serious incident reports, be satisfied with the integrity of the process and that the incident Health and Safety Investigation has correctly identified the root causes and that effective corrective action has been put in place to address the issues identified. The frequency and incidence of accidents, ill health and near miss events will also be evaluated as part of the overall Annual Review of Health and Safety completed as part of the PTE's Self-Assessment Programme.

(c) First Aid

Suitable First Aid personnel, facilities and supplies will be provided for staff, tauira and manuhiri. The Health and Safety Officer will ensure that:

- there is an appropriately trained or experienced person in charge of all First Aid supplies and facilities (the number of people and type of facilities will be appropriate for the size of the PTE)
- the qualifications of the First Aid personnel are updated every two years
- the First Aid person (or their deputy) is known and available during PTE open hours for staff, tauira and manuhiri

- there is a suitably stocked First Aid cabinet to serve the main PTE area, plus:
 - a further stock of First Aid supplies for separate work areas; and
 - portable First Aid kits available for taking on trips outside the PTE premises

A record is to be kept of the use of First Aid supplies and facilities using the **First Aid Record (Template 6/T12)**.

(V) Emergency Management

(a) Background

An emergency is any sudden, unplanned event that involves the PTE, staff, tauira, manuhiri or contractors / service providers. The event may involve physical or environmental damage or injury harm or death to employees, tauira or members of the public. The process of preparing for, lessening the impact of responding to, and recovering from, an emergency is called '**Emergency Management**'.

The PTE will establish the emergency preparedness and response requirements necessary to manage all types of emergencies likely to happen within or impact on the PTE, and necessary to comply with relevant legislative requirements.

The PTE recognises the importance of staff awareness in dealing with emergency situations and to prevent property damage, injury or distress to individuals.

The PTE will adopt the '4R' Approach to Emergency Management. The four key components are:

- Reduction: reduce the risk of emergency events occurring and/or the potential impact
- Readiness: plan the PTE's response to an emergency event
- Response: what to do when an emergency event does occur
- Recovery: review the emergency response

(Source: MOE Publication)

Refer to the Ringa Atawhai Emergency Response Plan filed in the administration office for full details of the organisation's response in the event of a major catastrophe.

Managing Emergencies

The following are regarded as the key requirements for effectively managing emergencies and will be implemented by the PTE:

1. Have an overall Emergency Management Plan and Emergency Response procedures in place to respond to identified emergency situations. While every emergency event is unique there are some basic common steps to take when responding to an emergency.
2. Communicate and / or train employees, tauira and manuhiri in emergency management procedures, and reinforce them with written procedures and signs, and keep training records.
3. Train people properly to take charge in an emergency. This includes training Emergency Wardens and ensuring staff and tauira know who they are.
4. Practice the Emergency Procedures by having evacuation drills (at least 6 monthly) and keep records of these drills.

(Source: ACC Publication)

(b) Emergency Management Plan

In accordance with Ringa Atawhai Mātauranga's certification under NZS 8134:2008 an extensive "Emergency Response Plan" is documented and held on file. Current staff are trained in its implementation. New employees will be trained in its implementation upon taking up employment with the PTE.

Types of Emergencies: The types of potential emergency situations that the PTE could be exposed to and that are addressed in this Emergency Management Plan are:

1. Earthquake
2. Tsunami
3. Fire
4. Hazardous Materials
5. Intruder (Lockdown)

Organisation-specific Emergency Procedures / Information

The following organisation-specific information is to be included in the PTE's Emergency Management Plan and be available to staff, tauira and employees.

- List of Emergency Contacts - Emergency **Contact List (Template 6/T15)**
- Site Map
- Plan for providing assistance to staff, tauira and manuhiri with disabilities
- Emergency information for manuhiri
- Evacuation procedures and roles including Emergency Wardens and Assembly areas
- Specific emergency information – emergency Exits, location of fire extinguishers and fire
- alarms, emergency service contact details
- First Aid Record Sheet, see Section III (iv) (c) Accident, Illness and Incident Management for details

(c) Emergency Response Plans

The following Emergency Response Plans have been developed to respond to identified emergency situations:

- 1. Earthquake**
- 2. Fire**
- 3. Hazardous Materials**
- 4. Intruder (Lockdown)**
- 5. COVID19 Response**

1. Earthquake

Relevance: Earthquakes are a real threat and can damage buildings and their contents, break gas and electricity lines and trigger tsunamis. Falling objects can also injure people.

Preparation: Check site for unsecured items that could spill, break or move. Manage hazards by securing shelves, filing cabinets, furniture, secure fixed equipment, and install safety glass.

Response: Do not evacuate the area. Keep calm, move away from windows, equipment and shelves that may fall. Take cover under doorways, solid furniture, such as tables and desks. When the shaking stops – keep calm and help those who

need assistance. Turn off all electrical sources and gas taps. Proceed to assembly area and tell the Emergency Warden that you are safe.

2. Tsunami

Relevance: New Zealand is at risk from tsunami due to its long coastline and its position on the Pacific Rim of Fire. Steep undersea canyons such as the Kaikoura Canyon and the Cook Strait Canyon are also areas of potential submarine landslides which can cause dramatic local tsunami.

Preparation:

- Provide information to staff and taura regarding tsunami alarms, systems and response.
- Train and prepare staff and taura in emergency preparation and evacuation, include trial evacuations.
- Ensure all personnel are aware of the safe zones within the vicinity.

Response: Upon notification of a tsunami alert notify all personnel onsite and prepare to move immediately to higher ground in accordance with the safe zones identified.

Remain within the safe zone until Civil Defence issue an all-clear warning.

Provide support for people who maybe traumatised.

3. Fire

Relevance: Fire is one of the most common emergency situations. Under the Fire Safety and Evacuation of Buildings Regulations, New Zealand building owners are required to put in place evacuation procedures (or Scheme) to ensure the safety of all occupants when evacuating in a fire.

Preparation:

- Provide information to staff and taura regarding fire prevention, alarms, systems and response
- Train and prepare staff and taura in emergency preparation and evacuation, include trial evacuations
- Comply with all building fire regulations
- Fire exits are to be kept free from obstructions
- Ensure fire alarm systems, fire extinguishers and sprinklers are routinely well maintained and tested
- Emergency wardens are aware of their fire responsibilities

Response: If you discover a fire:

- Activate the alarm and dial 111
- Alert people in your area, including the Emergency Warden
- Do not attempt to extinguish the fire unless there is no personal danger to you or anyone else
- If time permits and there is no danger, close all doors and windows
- If the alarm sounds, use the evacuation procedures to leave the building
- Proceed to 'Assembly area'
- Stay in available area until advised to leave

4. Hazardous Materials

Relevance: This includes accidental release or spillage of dangerous substances, such as gas leaks and chemical spills, and may necessitate evacuation of the PTE premises and neighbouring properties.

Prevention / Preparation:

- Identify and label all hazardous substances you use and store
- Follow all regulations and manufacturers requirements
- Obtain MSDS from suppliers for all hazardous materials
- Train employees in proper handling and storage
- Develop appropriate response procedures
- Store incompatible materials in different areas

Response:

- Raise the alarm – dial 111 and follow correct procedures
- Notify the main office
- Remove anyone in immediate danger
- Evacuate the area – following correct evacuation procedures or any intercom announcement, if necessary, cordon off the area
- Proceed to Assembly area until advised to leave
- Leave the clean-up to the emergency services
- Do not re-enter the area until all clear is given

5. Intruder

Relevance: Unidentified armed and potentially violent intruders are becoming increasingly common at education institutions. The situation may result in injury, traumatised staff and taura, confusion and disruption and media interest.

Prevention / Preparation:

- Appropriate security of the premises and security planning will be put in place
- Staff and taura will be briefed and trained to deal with intruders and the resulting lockdown situation

Response:

If an armed or potentially violent intruder is seen on the premises:

- Call 111, identify yourself and provide a description of the offender and target of any aggressive behaviour
- Alert staff / taura
- Lock and / or barricade rooms and pull curtains
- Keep out of site and quiet
- Liaise with Police when they arrive to secure crime scene
- Do as Police instruct
- Following the incident deal with any trauma incident (if required)
- Consider temporary closure or continue operating
- Continue to monitor well-being of taura and staff

(d) Evacuation Procedures:

The purpose of evacuation procedures is to ensure the safe and orderly exit of staff, taura and manuhiri from the buildings and / or premises in the event of an emergency. The following Evacuation Procedures will be used by staff as required, such as in the case of Fire, Bomb or Arson threat, Gas leaks and Hazardous materials spills.

1. Raise the Alarm

- dial 111 for the emergency required
- follow the correct procedures and advise the operator carefully

2. Evacuate the area

- direct taura / manuhiri to evacuate to predetermined 'Assembly area'
- check other taura / manuhiri in the area are evacuated

- shut any doors as you leave
 - take your class roll with you
3. **Proceed to Assembly area**
 - walk safely and quickly, don't run
 - check toilets
 4. **Ensure people with special needs are assisted to evacuate**
 5. **At evacuation point / Assembly area**
 - see evacuation notices displayed for your Assembly area
 - check taura against roll
 - ensure you tell the Emergency Warden or CEO you are safe
 6. Stay in the Assembly area until advised that you can leave.
 7. Do not re-enter the area until the "all clear" is given.

(e) Emergency / Evacuation Drills

All Emergency Plans must be regularly tested by simulation. There will be planned, periodic testing of emergency and evacuation procedures including 6-monthly Emergency and / or Evacuation Drills.

The aim of the practice drills is to ensure that staff and taura understand what to do in an emergency situation and are fully aware of their individual roles and responsibilities. Drills will also provide an opportunity to test the effectiveness and efficiency of the planned evacuation procedures. A record is to be kept of all emergency drills and their testing frequency.

(f) Emergency Roles and Responsibilities

The overall Health and Safety roles and responsibilities as outlined in (i) Health and Safety Framework / System will apply to Emergency Management. The Health and Safety Officer will be responsible for ensuring that the PTE has effective emergency preparedness and response requirements in place to deal with likely emergencies, and also to ensure that the PTE complies with all relevant legislative requirements.

Designated employees or Emergency Wardens will be allocated specific work areas or buildings. The duties will involve taking control, checking and ensuring that the area is cleared in the event of an emergency evacuation. For Tutor and staff role responsibilities see (d) Evacuation Procedures.

The CEO will have overall responsibility for the management of emergency events including the Initial Response, Evacuation and Follow-up and any decision to re-enter the area or temporary closure of the PTE.

(g) Emergency Information and Training

Staff, taura, manuhiri and contractors / service providers will be given full information about the PTE's Emergency Management plans and procedures. This information will include:

- visible emergency evacuation plans in all work areas which show muster points and safe exit pathways
- prominent emergency signs in all areas
- emergency information in staff Induction packs and the Staff Health and Safety Guide
- visitor information on emergency procedures
- First Aid training and information

(Source: MOE Publication)

Emergency information and training will be provided to all new employees, contractors /service providers, taura and manuhiri at regular, specified intervals and / or following a significant change in any of the procedures / information. An accurate record will be kept of all employee emergency training.

See Section III (ii) Human Resource Safety Management for further details.

(h) Review of Emergency Events / Exercises

Emergency plans and preparation will be trialled, tested and reviewed, in particular, the PTE evacuation procedures. Emergency events and exercises will be formally reviewed after each event or practice has taken place. A consultative review will be completed by the Health and Safety Officer with input from Management, staff and taura. The Review will focus on assessing the PTE's preparedness for an emergency, the effectiveness of the current emergency plans, compliance by staff, taura and manuhiri with the emergency requirements and any recommended changes or improvements.

(i) Civil Defence Emergencies

The PTE will take responsibility for the well-being of staff, tauira and manuhiri present at the PTE during a civil defence emergency.

(VI) Contractor and Service Provider Management

(a) Background

The PTE has a responsibility to ensure that all persons on the premises of the PTE are kept safe from harm. Governance and Management are committed to protecting and enhancing the health and safety of all people within the PTE, including contractors and service providers.

The PTE, as the principal (i.e., any person who contracts someone to perform a task or work), will take all practical steps to provide a safe and healthy work environment for contractors and service providers and their employees. It will ensure that no contractors / service providers are harmed or cause harm to any of the PTE's staff, tauira or manuhiri or anybody else, while undertaking work on the premises.

The PTE will put in place effective procedures for the hiring, induction, management and monitoring of contractors / service providers. The PTE will also ensure that contractors / service providers have (and implement) their own effective Health and Safety procedures and practice. The Health and Safety Officer, or a designated person, will be responsible for monitoring, checking and ensuring that contractors and service providers meet the PTE's Health and Safety requirements.

The specific methods and strategies used to manage individual contractors / service providers will vary according to the type, context and circumstances of each contractor / service provider.

PTE Responsibilities to Contractors / Service Providers

The PTE must ensure that contractors / service providers are:

- given an appropriate Induction (see (d) below for details)
- not harmed by any hazards arising at the PTE
- warned about any current significant, potential or new hazards and the PTE will:
- take all practical steps to ensure that contractors do not cause harm to others.

(b) Hiring of Contractors / Service Providers

Before being engaged by the PTE, contractors / service providers are to complete a Health and Safety pre-employment survey. The aim of the survey is to provide an overview of contractor / service provider's commitment and performance record in regard to Health and Safety.

If required, sample 'Survey form templates' are available on the ACC website – Publication: *'How to implement safer workplace practices'*

The contractor / service provider is to also provide:

- evidence of relevant work experience, knowledge and skills
- references from previous work
- evidence of appropriate qualifications and / or registration
- a copy of their Health and Safety Policy
- the firm's injury / incident record

Additional information required from the contractor / service provider includes:

- name of nominated contact person
- hazards the contractor may bring on site or create
- the contractor's / service provider's First Aid arrangements
- their procedures for reporting hazards, accidents and incidents
- their emergency procedures
- any work permit procedures
- areas that need restricted access
- work that needs to be notified to OSH

(c) Setting up a Written Contract

Contractor / service providers are to be formally engaged with a written contract acknowledging their Health and Safety obligations. The contractor / service provider will agree to comply with legal requirements, complete an Induction, use specific work practice if required by the PTE, and only employ qualified staff. Contractors and service providers will also be required to have adequate third-party insurance cover.

The PTE will have the power to inspect and audit their work for the PTE at any time and stop work if Health and Safety provisions are not being met. If required a sample 'Contractors Acknowledgement of Health and Safety Obligations Contract' template is available on the ACC Website in the Publication *"How to implement safer work practices"*.

(d) Induction of Contractors / Service Providers

Prior to any work commencing, contractors / service providers, including “one-off” maintenance contractors, are to be provided with a formal Induction into the PTE. The nature and detail of the Induction will be tailored to match the circumstances and needs of the contractor / service provider and level of involvement of their staff.

The Induction will include a written information pack and an explanation of:

- safe work procedures and practice and basic safety rules
- any site-specific hazards, hazard reporting procedures and relevant hazard controls
- emergency management and evacuation procedures
- the location and use of emergency and safety equipment

The Induction will also include discussion of:

- the PTE’s Health and Safety Policy
- contractor / service provider responsibilities (including to their own employees)
- requirements relevant to the service being performed
- additional PTE rules that must be adhered to
- other requirements or special precautions to keep staff, tauira and manuhiri safe
- access and authorisation for safe entry and exit and use of vehicles on the premises, go and non-go areas
- availability of First Aid facilities on site
- reporting of serious harm accidents and incidents
- monitoring and review of their Health and Safety performance

All the contractors / service providers employees must also be covered by the Induction process. A signed record (confirming that the Induction was completed) will be kept of the Induction and this will be retained by the PTE and kept with the Contractors Agreement.

The Health and Safety Officer, or designated person(s), will be responsible for co-ordinating the Induction of contractors / service providers.

A Contractor / Service Provider Health and Safety Management Plan (Template 6/T13) form is to be completed for all contractors / service providers that are employed by the PTE and carryout work on the PTE's premises.

(e) Monitoring and Review of Contractors Performance

In some cases, the Contractor's / Service Provider's performance will require ongoing monitoring – by conducting regular inspections to check for Health and Safety compliance, identify any problems and check for hazards, unsafe practices or conditions. If required sample 'On-going Monitoring of Contractor Performance' templates are available on the ACC website in the Publication '*How to implement safe workplace practices*' and can be used to monitor contractor / service provider performance.

The PTE's Health and Safety Officer will take charge in the event of a serious accident involving a contractor's employee.

Once the Contractor's / Service Provider's work is completed their overall performance will be evaluated and reviewed. If required 'Health and Safety Review' templates are available on the ACC website in the Publication '*How to implement safe workplace practice*' and can be used to carry out a review of the contractor / service provider performance.

(VII) Buildings, Premises, Facilities and Equipment

(a) Background

The organisation has a moral and legal obligation to ensure that the buildings, premises, facilities and utilities are safe and well maintained and that all the people who use the PTE are protected from harm. The PTE will also ensure that all plant and equipment is safe and fit for purpose.

(b) Hazard Management

Refer to Section III (iii) Hazard Management for details of how hazards and potential sources of harm associated with the buildings and premises are to be managed and controlled.

(c) Requirements for Building, Premises and Facilities

The buildings will be well maintained and kept clean and free from any rubbish and obstructions. Floors, passages and stairs used for access and egress or the movement of goods are to be kept clear, free from trip hazards, of sound construction, properly maintained and slip-free. A safe means of access and exit, including emergency exits, will be provided to enable all people (including disabled people) to move conveniently and safely.

There will be sufficient and suitable lighting whether natural or artificial in all parts of the PTE where tauira learning activities are undertaken. There will be good storage practice, rubbish removal and a good standard of housekeeping within the PTE.

There will be adequate heating and temperature control in the buildings and ventilation facilities to remove steam, dust or fumes from buildings, where required.

Appropriate precautions are to be undertaken when any machinery or equipment within the PTE is used, cleaned, maintained or repaired. No person at the PTE will be exposed to any noise that is likely to impair the persons hearing, without the use of hearing protection.

There will be sufficient space provided in which people are working or learning to allow reasonable movement without risk of injury to any person. Adequate sanitary conveniences and washing facilities will be provided for staff, tauira and manuhiri. Sufficient fresh clean water will be provided for working, drinking and for all other necessary PTE purposes.

Exterior pathways will be kept clear and in good condition. Outside areas, facilities and equipment provided for staff and taura will be clean, safe and well maintained.

(d) Equipment

The plant and equipment used within the PTE will be “fit for purpose”, safe, well maintained and supported by training and safe operating procedures. Taura will be required to use computer equipment in a safe and ethical manner. Failure to do so will lead to disciplinary action being taken.

(VIII) Manuhiri Management

(a) Background

The PTE has a responsibility to ensure that manuhiri:

- are not harmed by any hazard arising at the PTE
- are warned about any significant hazard at the time they enter the PTE
- or their actions, do not cause harm to anybody within the PTE
- are aware of, and understand, their health and safety roles and responsibilities

Structures and processes will be in place to manage and prevent harm to manuhiri that enter the PTE. Clear health and safety instructions and procedures and information will be provided to all manuhiri.

(b) Visitor Information / Induction

The following methods will be used to provide Health and Safety information and instructions to manuhiri:

- Induction onto the site including written information and verbal explanation
- Appropriately placed signs
- Noticeboard and other displays

On entering the PTE's premises all manuhiri must first report to the main office / reception area and sign in using the dedicated SWIPE ON tablet. Instructions and information about Health and Safety will then be provided to the visitor(s) as part of a brief Induction.

The Visitor Induction will cover:

- Site map including location of toilets and facilities
- Visitor responsibilities
- Health and Safety requirements and protocols
- Significant hazards
- Emergency and evacuation procedures including emergency exits

The above information / instructions will be provided verbally and / or as a hand out information sheet. Reception / Office staff will be well trained on Visitor Induction.

Other PTE Health and Safety signage will include:

- 'Pick up and drop off' points
- Emergency exit signs
- Safety and Emergency equipment signs
- Smoke-free signs
- Other safety and hazard signs
- Staff and authorised entry signs

Signs, checklists, site plans and information sheets for manuhiri will be clear and consider language, literacy, vision and hearing issues and other variables.

All entrances to the PTE will clearly indicate the location of the Main Office and visitor reception area signs will request that all manuhiri report to the Main office reception.

All manuhiri will be given, and required to wear, an identification tag while on the PTE premises. If necessary, a PTE staff member will be allocated the responsibility of accompanying, supporting and monitoring the manuhiri to ensure that current health and safety protocols are followed.

Manuhiri are to remain within the designated area relevant to the purpose of their visit. On the completion of their visit all manuhiri are to report to the Main Office reception and sign out using the dedicated SWIPED ON tablet. The SWIPED ON Register will be monitored by Main Office reception personnel.

(IX) Tauira Safety and Welfare

The PTE has a “duty of care” responsibility to provide a safe environment for all tauira. Tauira are to be provided with a safe physical, cultural and emotional environment free from any type of harassment, offensive behaviour, violence or bullying.

(a) Tauira Health and Safety

The PTE has a responsibility to ensure that:

- the safety, welfare and well-being of all tauira is protected and maintained
- tauira do not suffer any harm through the action or inaction of PTE staff
- tauira are not harmed by any hazard arising at the PTE
- tauira are warned about significant hazard that might arise at the PTE

A safety culture is to be encouraged and promoted within the PTE. The physical health and safety of tauira will be protected, including during off-site learning. The buildings and facilities will have easy access and the PTE grounds and facilities will be safe, clean and well maintained.

For all trips and situations where tauira leave the PTE premises for organised learning activities the staff member organising the trip must first obtain approval from the CEO or Academic Manager and Health and Safety Officer and complete a Health and Safety Management Plan.

(b) Tauira Health Safety Information and Induction

Tauira will be provided with Health and Safety information on entry and during the orientation and Induction process. The Health and Safety component provided to tauira as part of their Induction into the PTE will include:

- Basic Health and Safety concepts
- PTE safety procedures and protocols
- Hazards and hazard reporting
- Emergency and evacuation procedures including emergency drills
- Accident, illness and incident reporting
- Location of First Aid facilities

The following PTE information will also be provided to tauira as part the Induction:

- Tauira social behaviour expectations
- Tauira Behaviour Rules and Regulations
- Tauira welfare / well-being programmes and pastoral care & support services

(c) Tauira Health and Safety Management

Tauira are to be protected from potential hazards and harm that may result from the learning / teaching programmes and any related activities of the PTE, including education outside the classroom.

The PTE environment will be checked regularly, and hazards identified and addressed. Processes will be put in place to encourage tauira to recognise and notify the existence of hazards to staff.

All necessary Health and Safety information will be provided to tauira on a daily and ongoing basis. This information will include signs and posters displayed where tauira gather and also appropriately sited in hazardous areas. Signs and posters will be provided in non-English versions if appropriate and illustrated with pictures and diagrams.

Procedures will be put in place to ensure tauira (and staff) are kept well informed and up to date on emergency procedures. There will be accurate and timely reporting, recording and investigation of incidents, accidents and injuries involving tauira and the implementation of necessary follow-up corrective action.

Tauira will be made well aware of their Health and Safety roles and responsibilities to keep themselves safe and not endanger the health and safety of others.

(d) Tauira Welfare and Well-being

The PTE will have effective tauira management, pastoral care and support policies, procedures and programmes in place to ensure the safety, welfare and well-being of all tauira.

Tauira will be provided with a safe emotional and cultural environment free from harassment, violence and bullying. The PTE environment will be welcoming and create a sense of belonging. Tauira behavioral expectations and requirements, including Tauira Behaviour Rule and Regulations, will be well communicated, and promoted to tauira.

Tauira will feel confident and will be encouraged to report situations to staff where they feel emotionally, culturally or physically threatened or unsafe while present at the PTE.

Staff are to report serious tauira behaviour issues such as harassment and bullying to the Pastoral Care Support Co-ordinator who will investigate the incident and provide a written report with recommended action to the CEO. If disciplinary action is necessary, the CEO will deal with the situation as per the procedures outlined in Management System Part 3 Tauira Management and Support Handbook.

Positive behaviour programmes will also be put in place to raise awareness and encourage appropriate social behaviour and interactions by tauira. Staff will be respectful, supportive and affirming in their relationships with tauira. Staff are not permitted to use any type of deliberate or intentional physical force against a tauira other than in self defence or in the defense of another person.

The Pastoral Care Support Co-ordinator will have the responsibility for monitoring the overall welfare of tauira.

Refer to the Management System Part 3 Tauira Management and Support Handbook for further details of the PTE's tauira management, welfare, well-being and pastoral care services and programmes

(X) Specific Industry Requirements

Specific Industry Requirements refers to Health and Safety requirements associated with the particular nature of the training / industry, circumstances, context or activities of the PTE; such as, any site-specific requirements, approved Codes of Practice or Guidelines or any particular industry Standards or Legislative requirements.

Ringa Atawhai Mātauranga PTE will operate in accordance with all relevant statutes, industry standards and District by-laws in all aspects of delivery.

SECTION IV Organisational Information

(i) Resources (Physical and Human)

The PTE will allocate the resources necessary to maintain a safe and secure physical and emotional environment for all tauira, staff, manuhiri and contractors / service providers. This includes well maintained physical resources such as buildings and equipment, and the necessary human resources to provide a safe, well supervised environment for tauira.

Refer to the following Handbooks contained in the Management System Manual for detailed information on the management and allocation of physical and human resources within the PTE.

- Part 1 Governance and Management Handbook
- Part 2 Teaching and Learning Programme Handbook
- Part 3 Tauira Management and Support Handbook
- Part 4 Personnel Management Handbook

(ii) Internal Monitoring

The Health and Safety Officer will be responsible for the on-going monitoring of Health and Safety administration, management and implementation within the PTE. The Health and Safety Officer will be responsible to and will report to the CEO. The CEO will monitor the implementation of Health and Safety policy and procedures by the Health and Safety Officer.

Information from the Monitoring of Health and Safety and the Health and Safety Officer Report will be included in the CEO's Annual Report to the Board and used for the Self-Assessment Programme and overall PTE Annual Planning.

See Section III 1(d)Governance Board / Directors – Additional Responsibilities (3) Monitoring, for further details of the Governance Board's Health and Safety Monitoring responsibilities. Also see information on Monitoring Hazards and Monitoring Contractors / Service Providers.

See the Management System Part 1 Governance and Management Handbook for further details of the Internal Monitoring of the management and operation of the PTE including Health and Safety.

(iii) Stakeholder Consultation and Engagement

The PTE's Health and Safety policy and procedures and overall, Health and Safety Programme will be developed and reviewed in conjunction with employees and stakeholders. Staff and other stakeholders will be actively involved in Health and Safety management and will have a clear understanding of their roles and responsibilities. A 'safety culture' will be encouraged and developed amongst staff and taurira.

The Health and Safety policy will be well publicised, signed and clearly displayed within the PTE. All staff will be provided with, or have access to, a copy of the Health and Safety Handbook and sign a Health and Safety Acknowledgement Form at the start of each year.

Staff are to be made aware of and encouraged to make use of the Health and Safety consultation and involvement opportunities, including Health and Safety feedback at Staff Meetings and annual Review and Planning for continuous improvement. Health and Safety Inductions procedures are to be put in place and implemented. All new staff are to be provided with appropriate Health and Safety Induction information, training, orientation and support.

The Health and Safety Officer is to be provided with appropriate and relevant Health and Safety Training, as required.

See Section III Health and Safety Management – Human Resource Safety Management (c) Employee Consultation, Participation, Supervision and Training for further details.

Also see the Management System Manual Part 1 Governance and Management Handbook for details of Stakeholder Consultation and Engagement and the Stakeholder Consultation process.

(iv) Evaluation and Review (Self-Assessment)

The effectiveness of Health and Safety is to be reviewed annually as part of the PTE's Self-Assessment Programme, to determine the effectiveness of the system and whether changes or improvements are required. The Management System Manual Part 7 Self-Assessment Programme Handbook contains detailed information on Evaluation and Review (Self-Assessment) used within the PTE.

The key Evaluative Question used as part of the Self-Assessment Programme that relates to the evaluation and review of Health and Safety is “How effective is Governance and Management (including management of Health and Safety).”

The **Evaluation and Review (Self-Assessment) of Health and Safety** will comprise:

1. Formal and informal On-going / Regular Review by the CEO and staff including the Review of any current Improvement Action Plans.
2. Annual Review of Health and Safety by CEO, Management and staff including Self Audits.
3. Strategic Self Review of Health and Safety by the Board including review of the Annual Plan Health and Safety Goals, Desired Outcomes and Targets.
4. Cyclic and Targeted Reviews by the Board, as required.
5. Operational Review including the Review of Hazard Management, Review of Accidents & Incidents, Review of Emergency Events and Exercises and the Review of Contractor / Service Provider performance.

Specific areas to be reviewed as part of **On-going / Regular Review** and **Annual Review of Health and Safety** are:

- completion / achievement of Health and Safety Goals, Desired Outcomes and Targets
- staff compliance and engagement in the Annual Health and Safety Programme and implementation of Health and Safety policies and procedures
- significant events, accidents and incidents including serious non-compliance and near miss situations
- accident, Illness and Incident Management including use of Hazard Register, data / trends

Health and Safety will also be reviewed annually as part of the Boards formal **Strategic Self Review** of the PTE's (and Board's) performance and progress towards achieving its Goals and Purposes, Strategic Goals, Outcomes and Targets (that relate to Health and Safety), as contained in the PTE's Strategic and Annual Plan.

Also see Section III 1(d) Governance Board / Directors – Additional Responsibilities
(4) Review, for the Governance Board Health and Safety Review responsibilities.

The Ministry of Business, Innovation and Employment (MBIE) Health and Safety Guideline Review Questions for Governance Boards will also be used as part of the Boards Strategic Self Review, to review the role of the Governance Board and individual Board members in Health and Safety. It will also be used to determine whether the organisation's practices are consistent with the PTE's Charter, Goals and Purposes and approved systems.

Input into formal Review will also include information from internal **Self Audits** and external Audits (if necessary), system reviews and the review of specific performance results. The objective of a **Cyclic Systems Review** will be to determine if the System and the associated documentation is compliant, valid, fit for purpose and representative of good practice. The objective of an **Internal Audits** will be to assess the quality of the implementation of the System.

The Governance Board and Management will ensure that the recommendations from Evaluation and Review (Self-Assessment) are implemented, by tracking the relevant Improvement Action Plan at Board Meetings.

See the Self-Assessment Programme for details of the various templates to be used as part of the Evaluation and Review, planning, implementation and use of findings. Also see Part 7 Self-Assessment Programme Handbook for details of the Self-Assessment Model, Self-Assessment Framework and Self-Assessment Process.

(v) Internal Audit

The purpose of the following **Health and Safety Management Self Audit Checklist** is to support and assist the PTE's Governance Board, CEO and staff to carry out their evaluation and internal review of Health and Safety management within the organisation.

Internal Audits (Self Audits) will be used to provide data, information and evidence for On-going / Regular Review and Annual Review by the CEO and staff, and also for Strategic Self Review by the Board

The Self-Audit Checklist comprises a series of questions that should be answered individually. Each question should be followed-up with the question(s) "how do you

know” and/or “what evidence do you have for your answer”. Where appropriate, a positive answer should identify specific evidence to support the answer findings, such as resources, sources of information or data, written statements, examples and samples of documents or particular records such as Meeting Minutes. Where and how the evidence can be accessed should also be included.

Where appropriate, a negative answer should include a comment on possible areas of improvement, any follow-up corrective action being taken or required to remedy the situation and/or any other possible future action.

Health and Safety Management Self Audit Checklist

This **Health and Safety Management Self Audit Checklist** is divided into the following key areas:

- 1. Health and Safety Framework / System**
- 2. Human Resource Health & Safety Management**
- 3. Hazard Management**
- 4. Accident, Illness and Incident Management**
- 5. Emergency Management**
- 6. Contractor and Service Provider Management**
- 7. Building, Premises, Facilities and Equipment**
- 8. Visitor Management**
- 9. Tauria Safety and Welfare**
- 10. Specific Industry - Health and Safety Requirements**

1. Health and Safety Management Framework / System

- (a) Is there a Health and Safety Policy in place, and is it well publicised, signed and displayed in the PTE.
- (b) Has the Health and Safety Policy been developed in conjunction with and input from the Governance Board, employees and other relevant stakeholders.
- (c) Are the Governance Board and individual Board member's roles and responsibilities in leading Health and Safety clearly defined.

- (d) Are there procedures in place to monitor the implementation of Health and Safety Management, including the monitoring of specific improvement Goals and non-compliance by employees.
- (e) Do staff, the CEO and Governance Board Members have a clear understanding of their roles and responsibilities.
- (f) Does the PTE have any current Health and Safety Management Plans in place.
- (g) Does the PTE carry out a full annual Internal Audit of Health and Safety.
- (h) Does the PTE (Management and Governance Board) carry out a full annual Review and Evaluation (Self-Assessment) of Health and Safety management.
- (i) How does the PTE promote a system of continuous improvement in Health and Safety.
- (j) How does the Governance Board demonstrate a genuine commitment to protecting and enhancing the Health and Safety of all people within the organisation.
- (k) Is Health and Safety included as part of the PTE's Strategic and Annual Plans.
- (l) What strategies does the PTE have in place to develop a "safety culture" amongst staff.

2. Human Resource Health & Safety Management

- (a) How are staff made aware of their Health and Safety roles and responsibilities.
- (b) Do staff have ready access to the PTE's Health and Safety Policy and other Health and Safety documentation including the Health and Safety Handbook.
- (c) Are staff aware of and do they make use of the Health and Safety consultation and involvement opportunities available to them.
- (d) Are staff fully informed and provided information about Hazard Management, Emergency Management and Accident / Incident Reporting.
- (e) How are staff given the opportunity to be involved in Health and Safety Management, Monitoring, Evaluation and Review.
- (f) What Health and Safety Training is provided for staff and how are staff training needs identified.

- (g) How are staff kept informed about Health and Safety issues and Health and Safety Management within their particular area of work.
- (h) What Induction procedures are available for new staff.
- (i) Does the PTE have a Staff Wellness Programme in place.
- (j) Does the PTE have procedures in place to manage the early return to work by employees following injury or illness.
- (k) Have there been any recent issues with regard to hazards associated with work related stress amongst staff.

3. Hazard Management

- (a) How is the Hazard Management promoted and information given to tauira and staff.
- (b) Is there a Hazard Identification Form and where is it located and is it used by staff.
- (c) Is there a PTE Hazard Register available to staff.
- (d) Is there a Hazard Management Plan form, where is it located and is it used by staff.
- (e) What are the main methods used to identify hazards.
- (f) What type of 'hazard prioritising ' or ranking system is used in the PTE.
- (g) Who is responsible for addressing and / or managing significant hazards that are identified.
- (h) What system is used to recheck and review hazards.
- (i) What are some of the most recent serious hazards identified in the PTE.
- (j) How is the result of the hazard review process communicated to staff, management and tauira.

4. Accident, Illness and Incident Management

- (a) Is there an Accident / Illness / Incident reporting procedure in place.
- (b) Where is the Accident / Illness / Incident Register located and is it set up correctly.
- (c) Who is responsible for ensuring the Accident / Illness / Incident Register is completed after each injury/incident.
- (d) Are Accidents, Illness and Incidents linked to Hazard Management.
- (e) How is the importance of injury / incident reporting promoted to staff and tauira.

- (f) Who is responsible for reporting serious accidents, incidents and injury to the CEO, Governance Board and the tauira.
- (g) Who is responsible for reporting serious harm injuries to the DOL.
- (h) Is an investigation procedure in place and who is responsible for carrying out the investigation of injury / accident and near miss incidents.
- (i) Who is responsible for reporting the results of accident / incident investigations and corrective action back to staff.
- (j) Who is responsible for corrective action after the investigation of the injury / incident has been completed.
- (k) What procedures are in place to train and educate staff, tauira and manuhiri on accident / illness / incident reporting.
- (l) Is there a process for collating injury and incident data into a central data base for analysis, evaluation and review.

5. Emergency Management

- (a) Are the Governance Board, CEO and staff fully aware of their responsibilities with regard to Emergency Management.
- (b) Are all the necessary Emergency Response plans in place.
- (c) Are the required Emergency drills up to date and recorded, and have debriefings been conducted.
- (d) Is an Emergency Contacts List held in the office along with a site map.
- (e) Are processes in place to: check fire alarms, check that fire extinguishers are current and of the correct type, check that fire exits and aisles are kept free of obstructions and obstacles that could hamper an evacuation.
- (f) Are Emergency Wardens listed and aware of their responsibilities.
- (g) Is all necessary Emergency information posted around the PTE.
- (h) Is a First Aid room provided with a fully stocked first aid cabinet and trained first aid person.
- (i) Are there prominent Emergency signs in all areas.
- (j) Has an Emergency coordinator been appointed and had appropriate training.

6. Contractor and Service Provider Management

- (a) Who is responsible for ensuring and checking contractors / service providers meet the PTE's Health and Safety requirements.
- (b) Are all contractors / service providers required to provide appropriate evidence of their ability to safely complete the required work.

- (c) Are contractors /service providers formally engaged with a written Health and Safety Contract.
- (d) Who is responsible for supervising and checking the Health and Safety aspects of the contractor / service provider work.
- (e) Does the PTE retain the right to an inspection, review and / or audit of contractors / service / providers at any time and stop work if safety provisions are not met.
- (f) Are there procedures for contractors / service providers to report accident / incidents.
- (g) Are checks made to ensure that the contractor's / service provider's levels of third-party insurance cover is adequate.
- (h) How are contractors /service providers involved in the emergency response plan.
- (i) Who will take charge of a serious accident involving a contractor's / service provider's worker.
- (j) How do you review the Health and Safety assessment of contractors & service providers.

7. Building, Premises, Facilities and Equipment

- (a) Are the building floors kept clear, free from trip hazards and in good state of repair.
- (b) Is there good storage practice, good rubbish removal and a good standard of housekeeping within the PTE.
- (c) Is the natural and artificial lighting of a good standard and sufficient to work safely.
- (d) Is heating and temperature control adequate in the buildings.
- (e) Is the power and water supply reliable and of good quality.
- (f) Are the outside pathways kept clear and in good condition.
- (g) Is the tauira outside area, facilities and equipment safe and well maintained.
- (h) What is the procedure to ensure that toilets, hand basins, soap and hand drying amenities are in sanitary condition and are classrooms and wharekai clean and tidy.
- (i) Are there adequate ventilation facilities to remove steam, dust or fumes from buildings (where required).
- (j) Is there any overcrowding in any of the classroom or other buildings.

- (k) Are flooring, stairs and non-slip surfaces well maintained and safe.
- (l) Is all furniture well maintained and safe.
- (m) Are all electrical appliances regularly safety checked, well maintained and safe.
- (n) Are the shelving units stable and all materials stored safely.
- (o) Is all machinery safe, fit for purpose, well maintained and supported by training and safe operating procedures.

8. Manuhiri Management

- (a) What is the Induction process for manuhiri entering the PTE.
- (b) What signs and displays direct manuhiri to the office and are there both English and non-English versions of the signs used.
- (c) Are staff trained to correctly carry out the visitor Induction process.
- (d) Is there a Visitor Register and what information is required from manuhiri and are all manuhiri officially signed in.
- (e) Are manuhiri required to wear identification tags.
- (f) What Health and Safety information is provided to manuhiri.
- (g) Are 'pick up' and 'drop off' points clearly marked at the PTE.
- (h) What checks are carried out and who is responsible for monitoring manuhiri to ensure current Health and Safety protocols are followed.
- (i) How is the Visitor Register monitored.

(j)

9. Tauira Safety and Welfare

- (a) Describe the tauira management system structure that is in place within the PTE.
- (b) How are tauira behavioural expectations communicated and promoted to tauira.
- (c) What tauira Induction procedures are in place to explain Health and Safety information to new tauira entering the PTE.
- (d) How is Health and Safety information provided to tauira on a daily and on-going basis.
- (e) Is a tauira 'safety culture' encouraged and promoted within the PTE.
- (f) What processes are in place to encourage tauira to recognise and notify the existence of hazards.
- (g) Are tauira encouraged to report situations where they feel emotionally, culturally or physically unsafe while present at the PTE.

- (h) What systems / processes are in place to monitor, evaluate and review the PTE's Tauira Management and Support services.
- (i) How are tauira kept well informed and up to date on Emergency procedures.
- (j) How are tauira made aware of their Health and Safety responsibilities to keep themselves safe.
- (k) What procedures / practices are in place to prevent the bullying or harassment of tauira.

10. Specific Industry - Health and Safety Requirements

Refer "Pre-Training Checklist" – Governance and Management Templates.

(vi) Planning and Reporting

The decisions and results of Evaluation and Review are to be used to guide and inform planning, develop and improve Health and Safety procedures / processes and guide resource allocation and staff professional learning and development.

The CEO and Safety Co-ordinator will have responsibility for the overall planning of Health and Safety Programmes. Ongoing Health and Safety Goals will be included in the PTE Strategic and Annual Plans. Specific Health and Safety improvement Goals will be developed annually by the CEO and the Governance Board and included in the PTE's Annual Plan.

The Health and Safety Goals, Varied Outcomes and Targets will be measured using appropriate Performance Measures / Indicators and Benchmark data. Both historical Log Indicators and traditional safety practices e.g. Accident frequency and severity, and predictive 'lead indicators', such as measures carried out to prevent and control accidents like accident prevention training, will be used to measure performance. The use of Lead Indicators that are proactive, future focussed and make a strong contribution to continuous improvement will be encouraged.

Reporting involves conveying the evidence-based judgements, conclusions and decisions and resulting planning to the relevant parties, including internal and external stakeholders.

The Health and Safety Officer will provide regular Health and Safety Reports to the CEO including information on recent serious accidents / incidents, new hazards, staff rehabilitation (if applicable), and evacuation drills

Reporting on Health and Safety by the CEO to the Board will include information the following:

- results / conclusions of Self-Assessment
- participation / engagement level of staff
- compliance with relevant Health and Safety Legislation
- processes for Continuous Improvement
- unresolved Health and Safety issues
- recommendations for improving Health and Safety performance and effectiveness of Health and Safety procedures

SECTION V Staff Health and Safety Guide

Refer Ringa Atawhai Mātauranga's "Personnel Management Handbook" for Health and Safety Guide for staff.

SECTION VI Forms, Templates, Toolkits and Checklists

*The **Toolkits**: A copy of each blank Toolkit form is stored in the Ringa Atawhai administration office, Whangarei.*

*The **Templates** are 'Operational Templates' to be used by Management and Staff once the PTE is established, as part of the on-going operation and management of the PTE.*

The Forms and Checklists

Checklists are used by PTE staff to ensure information and processes are complete.

Forms are usually completed by taura to provide information for the PTE or NZQA.

The following Forms, Templates and Examples are included with this Handbook Guide.

- ◆ **Example 6/T1 Health and Safety Framework /System**
- **Checklist 6/T2 Health and Safety Employee Induction Checklist**
- **Form 6/T3 Health and Safety Acknowledgement**
- ❖ **Template 6/T4 Hazard Inspection Sheet**
- ❖ **Template 6/T5 Hazard Identification Form**
- ❖ **Template 6/T6 Hazard Management Plan**
- **Toolkit 6/T7 Hazard Register (Master Copy)**
- ◆ **Example 6/T8 Hazard Register**
- ❖ **Template 6/T9 Accident / Illness / Incident Record**
- ❖ **Template 6/T10 Accident / Illness / Incident Report**
- ❖ **Template 6/T11 Health and Safety Investigation**
- ❖ **Template 6/T12 First Aid Record**
- ❖ **Template 6/T13 Contractor / Service Provider Health and Safety Plan**
- ❖ **Template 6/T15 Emergency Contact List**
- ❖ **Template 6/T16 Health and Safety Management Plan**
- ❖ **Template 6/T17 Health and Safety Training Record**
- ❖ **Template 6/T18 Improvement Action Plan (Health and Safety)**

All templates are held on file at the Ringa Atawhai Mātauranga's head office in the CEO's office.

SECTION VII File Documents

The follow documents are stored in the Ringa Atawhai administration office, Whangarei:

- *MOE - Worksafe at Schools: Creating a Health and Safety Framework*
- *ACC - Thinksafe Resources for Schools*
 - *How to Manage Hazards*
 - *Emergencies and Incident Investigation*
- *MBIE - Health and Safety Guide Review Questions for Governance Boards*

SECTION VIII

Appendix

The follow documents are or will be stored on file at the Ringa Atawhai administration office, Whangarei.:

- *PTE's current Health and Safety Management Plan and other Plans*
- *PTE's latest Annual Review of Health and Safety*
- *PTE's latest Health and Safety Self Audit*
- *PTE's Health and Safety Training Record*
- *PTE's current Improvement Action Plan(s)*
- *Staff Health and Safety Guide*