

Health Safety & Wellbeing Policy

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Policy

The Canterbury DHB provides and maintains an effective Health Safety & Wellbeing management system for the organisation.

Purpose

To enable staff to be safe and well so they, in turn, can improve the health and wellbeing of people living in Canterbury.

To comply with legislation including:

- Health and Safety in Employment Act (1992) and Amendments

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- Hazardous Substances and New Organisms Act (HSNO) (1996) and Amendments.
- Health and Disability Service Standards (2008)

Audience/Scope

Canterbury DHB managers, staff, visiting staff, volunteers, students and contractors.

Associated Documents

Health Safety and Wellbeing processes as published on the Canterbury DHB Health Safety & Wellbeing staff intranet site.

Procedure

The Canterbury DHB develops and maintains a Health Safety & Wellbeing management system. This system includes the following processes:

Review, Planning and Implementation

- Continuous improvement occurs through ongoing review of health safety & wellbeing policies and procedures, and development and implementation of health safety & wellbeing goals/programmes.

Commitment to developing a health safety & wellbeing culture of shared responsibility and being proactive

- Demonstrates strong management commitment and promotion of health safety & wellbeing, with an emphasis on shared responsibility.

Employee and Union Participation

- Employees and unions are consulted and participate in health safety & wellbeing processes. This includes having robust communication pathways between senior management and employees.

Hazard Management

- Significant hazards are identified, documented and controlled using the hierarchy of controls – elimination, isolation or minimisation.

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- Identified staff requiring health monitoring undergo a health monitoring programme.

Accident Reporting and Investigation

- Incidents or near misses are reported and recorded accurately and promptly, investigated, and where appropriate, corrective action is implemented.

Rehabilitation

- Ill or injured employees are assisted to remain at work, or return to work as soon as practicable.

Wellbeing Programmes

- Programmes promoting the wellbeing of Canterbury DHB employees are implemented.

Emergency Planning

- An effective emergency planning system is maintained within Canterbury DHB.

Contractor Management

- An effective contractor management system to ensure the health and safety of contractors and their employees is maintained.

Training

- Employees and managers are trained in health safety and wellbeing so they are able to perform their roles in a safe manner and meet their responsibilities.

Acting in Good Faith

- The parties involved with implementation of these processes work together, acting in good faith, according to the Employment Relations Act (2000).

Fulfilling Responsibilities

- Those under the scope of this policy have an awareness of, and meet their individual responsibilities regarding implementing the health safety & management management system.
- Managers are responsible for the health and safety of employees under their management and

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- Employees are responsible for the health and safety of themselves and others.

References

- Health and Safety in Employment Act (1992)
- Health and Safety in Employment Amendment Act (2002)
- Health and Safety in Employment Regulations (1995)
- Hazardous Substances and New Organisms Act (1996)
- Hazardous Substances and New Organisms Act Amendments
- Accident Compensation Act (2001)
- ACC Partnership Programme and Audit Standards (2002)
- AS/NZS 4801:2001 Occupational Health and Safety Management System: General guidelines on principles, systems and supporting techniques (2001)
- Employment Relations Act (2000)
- Health and Disability Service Standard (2008)
- Ministry of Health Immunisation Handbook (2011)
- Guidelines for TB Control in New Zealand (2010)

Policy Owner	Health and Safety and Wellbeing Manager
Policy Authoriser	CEO
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