

# Health and Safety Charter

**We** believe health and safety is everybody's responsibility.

**We** hold safety, health, respect for the workplace and open and continuous dialogue with stakeholders as a top priority.

**We** comply fully with applicable laws, legislation, regulations and our standards and policies.

**We** regard prevention and continuous reduction of all risks for our patients and whanau, employees, temporary workers, and contractors as a top priority.

## Health and Safety Responsibilities

**Patients and their whanau** - Speak up, your voice can make a difference. You play an important part in everyone's health and safety.

**CEO** - Provide leadership in health and safety and actively promote a health and safety culture within the business. Monitor health and safety risks across the business and ensure that these are being effectively managed. Ensure that adequate resources exist to deliver the health and safety management plan. Set and monitor health and safety related key performance indicators for Managers in the business. Maintain current knowledge of health and safety and industry requirements.

**Regional Managers and Team Leaders** - Demonstrate leadership in health and safety and promote health and safety across the business. Ensure that hazards and risks within the business are identified and managed. Ensure accurate reporting and recording of workplace incidents. Investigate any reported incidents to identify areas for improvement. Ensure that personnel receive training in the tasks they are required to undertake. Take part in health and safety meetings. Ensure that employee safety representatives have the time and resources to enable them to carry out their role. Support safe and early return to work for employees who are unable to perform their normal duties due to injury or illness. Ensure emergency, contractor management and visitor policies and procedures are followed in the business.

**H&S Representatives and Committees** - Engage, encourage and support employee participation in health and safety. Take part in safety committee meetings representing their Centre. Take part in workplace inspections and accident investigations as required. Assist with communication regarding health and safety across the workplace. Assist NZALS by reviewing and improving health and safety policies and procedures. Assist in finding practical solutions to any health and safety issues that arise in NZALS.

**Staff, Contractors and Volunteers** - Follow safe work practices to ensure their own safety and safety of others. Report any incidents or hazards that the employee is aware of. Take part in health and safety training. Comply with all safety requirements set by the NZALS Board or Management.

**Board** - Provide direction and oversight of health and safety management within the NZALS. Monitor health and safety performance. Ensure appropriate resources are available to provide a safe workplace. Maintain current knowledge of health and safety and industry requirements.

