

## Safety and Wellbeing Policy

### What is the purpose of this policy?

1. Education New Zealand Manapou ki te Ao (ENZ) is committed to your safety and wellbeing, and we do this by creating an environment that ensures both physical and mental safety and wellbeing. We are also committed to meeting our obligations under the Health and Safety at Work Act 2015 (HSWA) – including any amending or substituting legislation – and continuously reviewing and improving our safety and wellbeing policies and practices to ensure they are fit-for-purpose.
2. This policy outlines our approach to safety and wellbeing at ENZ. It provides an overview of our safety and wellbeing policies and practices, and clarity regarding expectations, and key roles and responsibilities.

### Who is covered?

3. Katoa – everyone; our people, contractors, visitors, consultants, and anyone hosted or otherwise engaged by ENZ.
4. Whilst this policy is based on New Zealand legislation the intent applies to all staff at ENZ. At times, other countries' legislation will also apply.

### What are the roles and responsibilities?

#### Board and Chief Executive responsibilities

5. The responsibilities of the Board and Chief Executive are outlined in the Health & Safety Committee Terms of Reference and include:
  - Consider, review, and ensure that management has appropriate processes and resources to enable the Board to receive and consider information about incidents, hazards, and risks and to be able to respond in a timely way to that information
  - Monitor and make recommendations to management in relation to the content and operation of the ENZ's safety and wellbeing policies and practices
  - Monitor the safety and wellbeing policies and practices including its effectiveness and performance to ensure ENZ complies with its duties so far as reasonably practicable
  - Receive reports and/or audits and provide recommendations to management to proactively monitor and manage health, safety, and wellbeing.
  - Comply with due diligence requirements as set out in the Health and Safety at Work Act 2015.

#### DOCUMENT CONTROL

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## **Management responsibilities**

### **6. Management will:**

- Work closely with the Board to promote and ensure a safe and health working environment and safe work practices
- Report, record and investigate all work-related injuries, illnesses, and incidents accurately and promptly
- Encourage employees to report any pain or discomfort as soon as they can
- Ensure procedures are in place to identify and prevent, or subsequently eliminate, isolate, or minimise hazards, and to eliminate or minimise risks as far as is reasonably practicable
- Ensure the emergency management practices and procedures are observed to minimise dangers to employees in the event of an emergency
- Where appropriate, provide equipment or supporting resources such as first aid kits, emergency kits, standing desks and other ergonomically designed equipment
- Ensure all equipment in the workplace is designed, built, installed, and maintained to create a safe work environment
- Provide appropriate information (through briefings, training, online resources) for employees to support safe work practices
- Encourage employee consultation, participation and involvement in all matters relating to safety and wellbeing and provide them with the appropriate resources
- Manage and support the safe and early return to work of injured employees
- Promote continuous review and improvement of the safety and wellbeing processes and practices
- Encourage employees to report any pain or discomfort as soon as they can

## **Worker responsibilities**

### **7. All ENZ workers, including staff, contractors, sub-contractors, and all ENZ visitors to ENZ are responsible for their own and others' safety and wellbeing in the workplace by applying policies and procedures through:**

- Being aware of and complying with the safety and wellbeing policies and practices
- Participating in a safety and wellbeing induction within your first month
- Identifying and reporting workplace hazards, injuries, illnesses, or incidents as soon as possible to their manager and the Safety and Wellbeing Representative, or a member of the People, Culture and Capability Group or their Office Manager (if located overseas)
- Reporting any pain or discomfort as soon as possible to their manager
- Using safety equipment and resources as and when required
- Making themselves familiar with the safety and wellbeing procedures of offices or sites they visit, including knowing the emergency procedures
- Keeping the workplace tidy to minimise the risk of any trips and falls and to prevent blocking exits
- Ensuring visitors to the workplace understand any hazards or risks that exist at ENZ offices or sites and know the correct safety procedures to follow in an emergency.

## **Safety and Wellbeing Committee**

8. ENZ's Safety and Wellbeing Committee operates according to the Safety and Wellbeing Committee Terms of Reference. It is responsible for contributing to the implementation, monitoring, review and planning of safety and wellbeing policies, systems, and procedures.
9. The Safety and Wellbeing Committee Terms of Reference can be accessed in the 'Be safe, be well' section of Ipu.

## **Safety and Wellbeing Representative**

10. Our Safety and Wellbeing Representatives are responsible for:
  - Liaising with staff on all office and building related safety and wellbeing procedures
  - Maintaining the Hazards and Injury, Illness, and Incident Registers, first aid supplies, civil defence cupboard supplies and fire safety equipment (Wellington office) and ensuring other offices are appropriately resourced
  - Collaborating with the building owner to coordinate an emergency evacuation practice drill (Wellington office)
  - Ensuring they complete the required training under the Health and Safety at Work Act 2015
  - Conducting an office hazard audit and ensure audits are undertaken at least annually

## **Floor Wardens and First Aid Certified Staff**

11. Floor Wardens and First Aid certified staff are responsible for:
  - Completing training in either fire safety, floor warden training and/or first aid and ensure training is kept up to date
  - Understanding their role in emergency situations
  - Assisting in identifying, assessing, controlling, and monitoring hazards.

## **Safety and Wellbeing while Travelling**

12. ENZ ensures that staff and contractors' safety and wellbeing is proactively managed while travelling on business or on assignment by providing access to medical and security support via Healix International. This is a 24/7 resource, and the Healix Travel Oracle app will also send emergency alerts to your work phone. More information on this is available in the 'Be safe, be well' section of Ipu.

## **International Visit Risk Assessment and Planning**

13. ENZ will systematically identify, assess, and control risks which are identified in hosting an international visit to ensure that all reasonably practicable measures are taken to ensure the safety of staff and guests while they are participating in a visit. Hosting Guidelines for undertaking a visit can be accessed in the 'Be safe, be well' section of Ipu.

## **Pandemic**

14. ENZ's priority in the event of a pandemic is that we keep our people safe and well. In the event of a pandemic, we will develop an approach and respond in a way that supports this intent.

## Hazard and Risk Identification and Management

15. ENZ will make every reasonably practicable effort to prevent workplace injuries, illnesses, and incidents, to protect all ENZ workers and promote the health, safety and wellbeing of staff and contractors.
16. Each ENZ office will regularly and systematically identify and record actual and potential hazards and risks in the workplace and will assess each hazard and risk and seek to control all existing and new hazards and risks employees and others may be exposed to. The ENZ Hazards Register can be accessed in the 'Be safe, be well' section of Ipu.

## Injury, Illness, and Incident Reporting

17. Staff and contractors are required to report all work injuries, illnesses and incidents to their manager and the Safety and Wellbeing Representative or the Office Manager at an international office, as soon as possible but at least within 24 hours of the incident occurring or with the illness coming to their attention. This is because all injuries, illnesses and incidents will be recorded on the Injury, Illness, and Incident Register to enable the Hazards Register to be kept up to date and for internal reporting purposes. The Injury, Illness and Incident Register is maintained by the Safety and Wellbeing Representative. When required certain events will be notified to WorkSafe. This reporting will be done by management.

## Flexible and Remote Working

18. ENZ recognises that flexible working arrangements can benefit everyone. As a global organisation working across multiple time zones, flexible work is the way we work.
19. Our Flexible Working Arrangements Policy, which can be accessed in the Knowledge Centre, Policy, and Procedures section on SharePoint, sets parameters to ensure the safety and wellbeing risk is managed effectively if staff wish to work from home.

## Smoke-free Environment

20. ENZ has a policy of no smoking and/or vaping in any part of the workplace. Those who wish to smoke or vape must do so outside in their breaks and must ensure that cigarette butts are disposed of in a tidy manner.

## Visiting Offices, Visitors, Contractors, Suppliers and Tradespeople

21. In New Zealand all contractors, sub-contractors, their employees, and visitors to ENZ premises are required to comply with the ENZ safety and wellbeing policy and procedures. When visiting the Wellington office, visitors are required to sign in on the "Who's on location app" with the provided iPad in the reception area and the host staff member will in return be informed of the visitor's arrival. As part of the sign-in process, visitors are prompted to read the ENZ Safety and Wellbeing guidelines and are requested to acknowledge that they are informed of ENZ Safety & Wellbeing protocols and procedures.

22. Any visitor to an ENZ site is the responsibility of the ENZ staff member they are visiting (host staff).
23. ENZ employees and contractors who are visiting an office that they do not usually work from are required to make themselves familiar with the office hazards and risks that exist and the correct ENZ safety procedures. Host staff are required to assist with this practice.
24. Any person aged 15 years or younger must remain with their host staff, parent(s), or guardian for the duration of their visit to ENZ premises.

### First Aid

25. ENZ will ensure that it has appointed trained first aiders available to manage health problems and administer first aid treatment to employee and others as appropriate.

### Emergency Preparedness and Procedures

26. ENZ operates an emergency procedure which provides a management system for foreseeable emergencies that may occur within its business operations.
27. ENZ's Emergency Preparedness and Procedures can be accessed on the 'Be safe, be well' section on Ipu and a copy is provided in each office that ENZ operates in.

### Safe Driving Policy

28. ENZ will take all practical measures to ensure the safety of its employees, contractors, and visitors during the operation of a vehicle in undertaking ENZ business. The Safe Driving Policy can be accessed in the Be Safe Be Well section of Ipu.

### Fitness for Work

29. Every person working at ENZ is expected to be fit for work and to safely carry out their duties without any limitations due to the use or effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other synthetic substances.
30. Off-the-job and/or on-the-job involvement with alcohol or drugs can have adverse effects upon the workplace, the integrity of our work and the safety and wellbeing of staff. ENZ has zero tolerance for staff or contractors working under the influence of alcohol or drugs and/or whose ability to work is impacted in any way by the consumption of alcohol or drugs. Guidance is provided in the Safe Driving Policy which advises that if an employee is driving a vehicle alcohol may not be consumed within ten hours of driving for ENZ business purposes. Staff and contractors are always required to act professionally when hosting guests with the expectation that minimal or no alcohol is consumed whilst working.
31. It is the responsibility of all staff and contractors to identify concerns about an individual's immediate ability to perform their job and take appropriate steps. Where necessary, advise a manager who will address the situation sensitively and appropriately.

32. Managers may remove any employee or contractor from the workplace who they deem as not being fit for work to ensure a safe and professional working environment is maintained.
33. Staff and contractors who have prescription medication are expected to ask their doctor if the medication may potentially have any adverse effects on their ability to undertake their role. They are required to advise their manager if there is any potential, temporary or permanent limitation or restriction.

### Workplace Harassment Policy

34. ENZ has a zero tolerance for bullying, harassment, or discriminatory behaviour in the workplace. ENZ's Workplace Harassment Policy can be accessed in the Knowledge Centre, Policy and Procedures section of SharePoint.

### Refusal to work on Health and Safety Grounds

35. Where a staff member or contractor believes that the work being undertaken, or the area in which the work is conducted is likely to endanger or presents a danger to themselves or others, they must alert their manager or / and the Director People, Culture and Capability who will conduct an assessment and take all practicable steps to remedy the situation and prevent risk or harm to others.

### Return to Work

36. Staff returning to work after a workplace injury are required to participate in a return-to-work plan to ensure a safe and timely transition back to their full role. Return to work plans will be developed on a case-by-case basis. Contractors returning to work after a workplace injury are required to discuss their return to work with their manager.

### Compliance

37. Staff are required to adhere to this policy in the course of their work. Failure to follow the policy and procedures may be regarded as misconduct and result in disciplinary action, up to and including, dismissal.

### Related resources

38. For more detail regarding any of the above policies and procedures, refer to the Be Safe Be Well section of Ipu and the Knowledge Centre, Policies and Procedures of SharePoint. For further general information on health and safety, refer to [WorkSafe New Zealand](#).

### Support

Your People, Culture and Capability team can help you with any aspect of this policy.