Hazard and Risk Identification and Management Policy

Your safety at work matters. Education New Zealand Manapou ki te Ao (ENZ) is committed to providing a safe working environment wherever you are based.

What is the purpose of this policy?

- The purpose is to outline ENZ's expectations, roles and responsibilities for managers and staff relating to the management of hazards and risks.
- The policy applies to any instance or location you are conducting business i.e., in offices, in external environments where you are working and in instances when you travel for work.
- This policy is supported by the Hazard and Risk Identification and Management Procedures which outline how to identify hazards and risks that could potentially cause injury or illness, so we can manage them to ensure as safe a working environment as possible.
- For all related policies, procedures, forms and resources see: Be Safe Be Well on Ipu.

Who is covered?

- Katoa – everyone: our people, contractors, visitors, consultants, Board members and anyone hosted or otherwise engaged by ENZ.
- While 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 is the difference between a hazard and a risk?

- A **hazard** is anything that can cause harm (a source of harm).
  A hazard includes a person's behaviour where the behaviour has the potential to cause death, injury, or illness to a person (whether or not that behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour).
- A **risk** is the chance or probability that a person will be harmed if exposed to a hazard. Risks arise from people being exposed to a hazard (a source of harm).
- A **critical risk** relates to hazards we have identified as the most likely to cause serious harm.

What are the key roles and responsibilities?

Everyone has a role to play in managing hazards and risks.

Person in charge of business or undertaking (PCBU):

- **Primary duty holders** are responsible for the safety and wellbeing of workers and others influenced by their work. For ENZ this is the ENZ Board and Leadership Team.

Managers are responsible for:

- Inducting new staff (including contractors) and ensuring they know where to access the Hazard and Incident Register and the Injury, Illness and Incident Report Form.
- Ensuring the hazards are recorded in the Hazard and Incident Register
- Conducting regular audits to identify and assess safety and wellbeing risks.
- Working with staff to assess hazards and ensure control measures are in place to actively manage risks.
- Being aware of the hazards that the work of contractors could create.
- Engaging specialist contractors where staff competence is not sufficient to identify and manage hazards (eg workstation assessments).

All ENZ staff are responsible for:

- Taking all practicable steps to ensure that hazards are identified, reported and managed, ensuring unsafe acts and conditions are appropriately addressed.
- Informing other workers (staff, visitors and contractors) of hazards which are known to be associated with the work they perform and the steps to be taken to control any such hazard.

People and Capability team are responsible for:

- Providing guidance and training to support all staff to manage hazards and risks.
- Recording, investigating and reporting on hazards and risks.

Safety and Wellbeing Representatives are responsible for:

- Supporting to maintain the Hazard and Incident Register and managing hazards.