



## 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 enable 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 subsequent amendments to legislation, and continuously reviewing our safety and wellbeing policies and practices to ensure they remain fit-for-purpose.
2. This policy outlines our approach to safety and wellbeing, setting clear expectations and defining key roles and responsibilities. We have six core principles that guide us:
  - We will return home from work in the same, or better condition
  - We each take responsibility for our own and others' safety and wellbeing
  - We anticipate, plan, educate and prepare for safety and wellbeing in all activities
  - We pro-actively identify and regularly review all our risks
  - We track incidents, root causes and resolutions
  - Safety and wellbeing is leader led

### Who is covered?

3. Everyone! This includes ENZ team members, Board members, visitors, contractors and service providers. Anyone who can be impacted by our work needs to take personal responsibility for their own, and others, safety and wellbeing. Everyone must undertake to follow our rules to keep safe and well. Safety and wellbeing always applies when you are working for or with us – in the office, working from home or elsewhere, hosting an event, visiting a partner or travelling.
4. Whilst this policy is based on New Zealand legislation, at times, other countries' legislation will also apply.

### What are the roles and responsibilities?

#### Board and Leadership team responsibilities (Officers)

5. The Board and Chief Executive responsibilities are outlined in the Audit and Risk and People, Culture, Safety & Wellbeing Committee terms of reference. Officers are required to take reasonable steps to understand the Person in Charge of Business or Undertaking's (PCBU) operation and safety and wellbeing risks, and to ensure that they are managed so that ENZ meets its legal obligations. Responsibilities include:
  - a. Ensuring management has appropriate processes and resources to enable the Board to receive and consider information about incidents, hazards, and risks, to be able to respond in a timely way

- b. Monitoring safety and wellbeing policies and practices, including their effectiveness and performance to ensure ENZ complies with its duties so far as reasonably practicable
- c. Receiving reports and/or audits to enable proactive monitoring and management of safety and wellbeing
- d. Complying with due diligence requirements as set out in the HSWA

### **Management responsibilities**

- 6. Management is required to take reasonable steps to understand the PCBU's operations and safety and wellbeing risks, and to ensure that they are managed so that ENZ can meet its legal obligations. Responsibilities include:
  - a. Working closely with the Leadership Team to promote and ensure a safe and healthy working environment and safe work practices
  - b. Reporting, recording and investigating all work-related injuries, illnesses, and incidents
  - c. Ensuring procedures are in place to identify and prevent, or subsequently eliminate, or minimise hazards and risks as is reasonably practicable
  - d. Ensuring the emergency management practices and procedures are observed to minimise dangers to employees in the event of an emergency
  - e. Where appropriate, providing equipment or supporting resources such as first aid kits, emergency kits and other ergonomically designed equipment
  - f. Ensuring all equipment in the workplace is designed, built, installed, and maintained to create a safe work environment
  - g. Providing appropriate information for employees to support safe work practices including health and safety induction and site training, regular advice and reminders and maintaining accurate and relevant signage for first aiders and floor wardens
  - h. Encouraging employee consultation, participation and involvement in all matters relating to safety and wellbeingPromoting continuous review and improvement of safety and wellbeing practices.

### **Worker responsibilities**

- 7. All ENZ workers are responsible for their own and others' safety and wellbeing including:
  - a. Being aware of and complying with safety and wellbeing policies and practices, and being familiar with emergency office procedures
  - b. Participating in a safety and wellbeing induction within the first month of employment
  - c. Identifying and reporting workplace hazards, injuries, illnesses, or incidents
  - d. Using safety equipment and resources as and when required
  - e. Ensuring visitors understand any hazards or risks that exist at ENZ offices or sites and knowing 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](#), which is available on the [Be safe, be well](#) page on Ipu. The Committee is responsible for planning, implementing, monitoring, and reviewing safety and wellbeing policies, systems and practices.

### **Floor wardens and first aiders**

9. Floor wardens and first aid-certified staff are responsible for completing relevant training, understanding their role in emergency situations and assisting in identifying, assessing, controlling, and monitoring hazards.
10. ENZ will ensure that it has trained first aiders available to administer first aid treatment to employees and others as appropriate.

### Hazard and risk identification management

11. ENZ's expectations, roles and responsibilities for managers and staff relating to the management of hazards and risk are outlined in the [Hazard and Risk Identification Management Policy](#). The policy is supported by the accompanying [Procedure](#) which outlines how to identify hazards and risks that could potentially cause injury or illness, so we can manage them to ensure a safe working environment.

### Injury, illness, and incident reporting

12. The [Injury, Illness and Incident Policy](#) defines key terms and outlines ENZ's expectations, roles and responsibilities for managers and staff relating to injury, illness and incidents. This policy should be read in conjunction with the supporting [Procedure](#) which describes how we manage incidents.

### Emergency preparedness and response procedure

13. ENZ has in place an emergency response procedure which provides a management system for emergencies that may occur within its business operations. The procedure is displayed in ENZ's offices and is also available on the [Be safe, be well](#) section on Ipu. Where ENZ employees are based in MFAT/NZTE managed locations, they are required to follow the emergency response procedure specified at that location.
14. All contractors and visitors to ENZ premises are required to comply with ENZ's safety and wellbeing policy and practices. Any visitor to an ENZ site is the responsibility of the ENZ staff member they are visiting (host staff). Host staff are responsible for ensuring all visitors sign in.

### Bullying, harassment and discrimination prevention

15. ENZ is committed to fostering a positive and diverse workplace environment and prohibits bullying, harassment and/or discrimination in the workplace. We do not condone and will not tolerate acts of bullying, harassment, and/or discrimination against or by any employee or person. The [Bullying, Harassment and Discrimination Prevention Policy](#) should be read in conjunction with the accompanying [Procedure](#).

### Working away from the office

16. You are responsible for ensuring any working location away from the office is safe. You are required to complete our [Safety and Wellbeing - Working from home checklist](#) which requires details of your work set up. If you cannot demonstrate a safe working location, then you will be required to work from the office.

## Smoke-free environment

17. 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.

## Fitness for work

18. 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, prescribed medications or any other synthetic substances.
19. 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 of staff, Board members, 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. It is the responsibility of all staff, Board members, and contractors to identify concerns about an individual's immediate ability to perform their job and take appropriate steps.

## Refusal to work on safety and wellbeing grounds

20. Where an employee 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 safety and wellbeing representative, as well as their people leader and the Director People & Capability. An assessment will be completed by the safety and wellbeing representative and a member of the Leadership team, with all practicable steps taken to remedy the situation and prevent risk or harm to others.

## Return to work

21. An employee returning to work after a workplace injury is 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.

## Compliance and support

22. 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.
23. For more detail regarding any of the above policies and procedures, refer to the Policies and Procedures in the [Knowledge Centre](#). For further general information on safety and wellbeing, refer to [WorkSafe New Zealand](#). Your People and Capability team can also help you with any aspect of this policy.