

# HEALTH & SAFETY POLICY

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## OVERVIEW

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- SONZ is committed to providing and maintaining a safe and healthy workplace for all staff and to providing the information, training and supervision needed to achieve this.
- SONZ will take responsibility for health and safety procedures, however, workers need to be aware of their own responsibilities and must always comply with the business' health and safety policy.

## PREVENTION & INVOLVEMENT

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- SONZ fosters an environment that proactively identifies and manages health and safety risks. We believe prevention of any health and safety incident is always better than the management of an incident after it has occurred.
- While we do have processes in place for dealing with issues after they occur our first priority is avoiding issues in the first place.
- This is not just about compliance it is about getting people home healthy and safe.
- Everybody has a part to play and to prevent issues everybody is expected to undertake the role of an "ambassador for safety". SONZ undertakes to take all measures that are reasonably practicable to prevent risk.
- Talk to your manager and to your colleagues, get involved in safety at work, identify and report poor safety behaviour you observe or any hazards and risks you might see.
- Together we can all be aware of hazards and risks, prevent issues and keep the workplace safe for everybody.

## ROLES & RESPONSIBILITIES

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The Health and Safety at Work Act 2015 defines four types of "duty holders" that have work health and safety duties:

- **PCBU** – Persons Conducting a Business or Undertaking, this is SONZ and SONZ must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'. The PCBU is responsible for notifying Work Safe of any "notifiable event".
- **Officers** – Are our SONZ trustees and chief executive. They need to exercise due diligence to make sure that the PCBU complies with its health and safety duties.
- **Workers** – Are most of the people in our organisation, including workers, contractors, subcontractors, trainees, and volunteers. Workers must take reasonable care for their own health and safety and that of others. Workers need to comply with reasonable instructions from the PCBU and cooperate with policies and procedures. A worker can refuse to work, or stop work, if they believe that doing the work would expose them or another person to a serious health or safety risk arising from immediate or imminent exposure to a hazard.
- **Other Persons at Workplaces** – are visitors and casual volunteers. They have their own health and safety duty to keep themselves safe and not cause others harm.

## PCBU & OFFICER OBLIGATIONS

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SONZ and its Officers will:

- Provide and maintain a safe working environment and facilities for workers and others in the workplace. This includes first aid kits and personal protective equipment (PPE) where this is necessary.
- Ensure any machinery or equipment used is designed and made safe for the worker to use and is properly maintained.
- Develop and maintain emergency procedures.
- Develop and maintain a system to identify new and existing hazards then eliminate, isolate, or minimise significant hazards.
- Record the details of any incidents or accidents and investigate to determine what needs to be done to prevent it happening again.
- Report any serious notifiable event to Work Safe.
- Involve workers in developing ways to improve health and safety.
- Include health and safety as an agenda item at all management and board meetings.
- Ensure that workers are aware of hazards that may affect them in the work they do and the controls that are in place to prevent harm.
- Make sure that all workers are adequately trained in safe operating procedures and supervised as they learn.
- Consider all requests for safety equipment carefully before making a final decision.

- Consult and cooperate with other businesses operating in the same workplace(s) or other businesses where SONZ workers or contractors may work, to keep everyone safe and healthy.
- Conduct regular workplace reviews to identify hazards or potential hazards and risks and complete SONZ **Hazard Identification** register.

## WORKER & “OTHER PERSONS” OBLIGATIONS

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SONZ is not alone in the responsibility to create a safe workplace. Workers also have specific responsibilities to help achieve this. The responsibility is shared, and a safer workplace requires close co-operation.

Workers and “Other Persons at Workplaces” will:

- Follow SONZ’s health and safety rules, policies, and procedures.
- Take reasonable care to look after their own health and safety at work, their fitness for work, and the health and safety of others.
- Consult about the hazards represented by manual lifting tasks, to ensure that both parties have regard to the recommendations set out in the WorkSafe Code for Manual Handling.
- Be involved in workplace health and safety systems.
- Adhere to correct procedures and only use correct equipment.
- Wear protective clothing and equipment as and when required.
- Report any pain or discomfort as soon as possible.
- Ensure all accidents, incidents and near misses are reported using **SONZ’s** reporting procedures so these can be recorded, investigated and steps taken to ensure it doesn’t happen again.
- Report any hazards, potential hazards and risks they may be aware of or observe and ensure these are entered in SONZ **Hazard Identification** register.
- Help new workers, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Tell management immediately of any health and safety concerns.
- Keep the workplace tidy to minimise the risk of any trips and falls.
- Never cause harm to any other person by either action or inaction.
- Not, under any circumstances, undertake work which is unsafe or involves unsafe practices. If a worker identifies risk, they must fix it or promptly tell management. This includes requesting safety equipment if it is considered necessary.
- Reasonably refuse to undertake unsafe work