



Health and Safety in the Workplace Policy

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: November 2023 | Noema 2023

Next Review | ā houanga arotake: November 2025 | Noema 2025

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief People Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- To ensure the health and safety of employees, visitors and volunteers in Whānau Manaaki Kindergarten workplaces is protected and promoted.
- For the purposes of this policy, 'health' includes both physical and mental well-being. Accordingly, 'safety' has regard to all the physical, environmental, and emotional/psychological risks which may impact upon that well-being.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Whānau Manaaki employees, visitors, contractors and volunteers on Whānau Manaaki sites.

General Principles | Mātāpono Whānui

1. Whānau Manaaki is committed to ensuring the safety and well-being, as far as is reasonably practicable, of employees, children and visitors in our facilities and when away from them on Whānau Manaaki activities/business.
2. The Governing Board as the PCBU (Person Conducting Business or Undertaking) recognises its primary duty under the law to ensure the health and safety of workers and others affected by the work it carries it out. This will be achieved by ensuring Officers take all reasonable steps to comply with the law in carrying out their duties and responsibilities including:
 - Providing and maintaining a safe physical environment for children and staff and workers
 - Meeting our legal requirements, to ensure the safety of children, employees and visitors
 - Uphold our primary duty of care to everyone in the Whānau Manaaki community and exercise due diligence to ensure that Whānau Manaaki meets its health and safety obligations
 - Continuously improving Whānau Manaaki health and safety performance.
3. The following steps will be used to carry out the aims of our health and safety policy:
 - Whānau Manaaki has a Health and Safety Committee that assists in the regular review of Whānau Manaaki's health and safety compliance and practices
 - By maintaining processes to identify reasonably foreseeable hazards and eliminate or minimise the effects of these hazards
 - Undertaking risk assessments that identify hazards and the level of risk hazards pose

- Workers are encouraged to take reasonable care of their own health and safety and that of other people, and comply with any reasonable instructions given to them by Whānau Manaaki management
 - The staff are kept informed of any health and safety monitoring and reviews and are consulted with regularly on health and safety matters. The staff understand and implement all health and safety procedures and are provided with regular professional development in areas of health and safety.
4. Whānau Manaaki sites will have procedures for health and safety issues, implemented by staff every day including:
 - All staff are active in hazard identification and risk management in their workplaces
 - All staff are provided with health and safety induction, training and supervision
 - On health and safety matters, co-operation and co-ordination with contractors working in Whānau Manaaki premises occurs.
 5. Each kindergarten and home-based service has its own procedures that are implemented by staff every day that comply with Whānau Manaaki policies – these include:
 - Supervision in kindergartens or home-based care
 - Sun protection
 - Administering medication
 - Management of Illnesses
 - Visitors to the kindergarten
 - Cyber safety procedures to guide the use of the internet, mobile phones and other ICT devices and equipment
 - Specific planning for excursions using Whānau Manaaki policies and forms which include full risk assessments.
 6. Each kindergarten maintains on the online GOSH health and safety system and home-based services use their book:
 - Hazard register and any identified hazard is eliminated or minimised
 - An accident register, including first aid records and all accident and near misses
 - Up to date emergency plans and evacuation procedures and records of these.

Relevant Legislation and Regulations | **Whaitake Ture me Waeture**

Health and Safety at Work (2015) Act

Licensing Criteria for Early Childhood Education and Care Centres (2008)

Related Procedures or Processes and Documents | **Pākanga Tukanga me Pukapuka**

Procedures for Managing Risk in the Workplace

Policy Review Cycle | **Kaupapa Arotake Hurihanga**

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.



Procedures for Managing Risk in the Workplace

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: May 2023 | Haratua 2023

Next Review | ā houanga arotake: May 2025 | Haratua 2025

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief People Officer

Procedures for Managing Risk in the Workplace:

1. Whānau Manaaki Kindergartens and home-based services are required to:
 - Identify reasonably foreseeable hazards that could give rise to risks to health and safety and record these on GOSH
 - Eliminate risks to health and safety so far as is reasonably practicable
 - Minimise risk to health and safety so far as is reasonably practicable if it is not possible to eliminate the risks.
2. A hazard is something that is capable of causing harm. This broad definition is often divided into types of hazard:
 - Physical
 - Chemical
 - Biological
 - Psychological
3. Risk is the likelihood that the hazard will cause harm and what the severity of the potential harm.
4. Risk assessments identify hazards and the level of risk each hazard poses. This informs decision-making about what needs to be done to eliminate or minimise risks, so far as is reasonably practicable.

Risks must be eliminated. If it is not reasonably practicable to do so, the following guidelines must be followed:

 - a. Minimise the risks using risk-control measures such as:
 - Replacing the hazard with something that gives rise to a lesser risk
 - Isolating the hazard from any person exposed to it
 - Preventing anyone from coming into contact with the hazard.
 - b. If a risk remains, minimise the remaining risk by implementing administrative controls such as training.
 - c. If a risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (masks, gloves etc).
 - d. Hazards are identified by staff as part of their daily activities and by the systematic daily checklist and termly property/hazard checklist.
 - e. Once a hazard has been identified, the risk is assessed and decisions are made about how to manage the risk, following the hierarchy above. New hazards arise regularly so identification, assessment, reporting, decision making, and implementing control measures form part of employee's day to day risks.
 - f. All hazards whether they have been eliminated or they are permanent must be reported on the GOSH system or home-based communication book.

