

Health and Safety Policy

August 2015 - August 2016

Whangarei District Council is committed to continuous improvement to achieve excellence in the management of health and safety in our workplace

Council recognises that it has a responsibility to protect its workers; employees, contractors, volunteers as well as visitors and the general public who work and visit sites under our control against hazards that they may encounter.

All employees will manage hazards proactively in the workplace. All practicable steps will be taken to prevent harm occurring to employees and others, and the culture of health, safety and wellbeing will be actively promoted by:

- Identifying, assessing and controlling all existing and new hazards in the workplace to which employees and others are or may be exposed
- Providing information, training and equipment appropriate for controlling those hazards assessed as being significant
- Having a comprehensive and up-to-date plan for emergencies
- Having a good understanding of health and safety management issues relating to their roles
- Complying with the provisions of the Health and Safety in Employment Act 1992 and accompanying Regulations and their amendments, Standards, Codes of Practice and Guidelines providing for health and safety of people at work
- Ensuring all incidents and injuries are accurately reported, recorded and investigated in a timely manner
- Involving elected Health and Safety Representatives to fully participate in the development and improvement of council health and safety practices

Managers will work in partnership with employees and ensure employees have the opportunity to participate in the above process, and will respond promptly to all health and safety concerns raised by employees.

Should any employee be injured while at work, Council is committed to actively support the accident claim and the rehabilitation of injured employees.

Individual employees will meet their obligation to take all practicable steps to ensure their own and others' health and safety and are encouraged to become actively involved in assisting managers achieve a healthy and safe workplace by following the Health and Safety procedures that have been developed by the Whangarei District Council.

All employees will cooperate and report hazards and other sub-standard conditions, accidents and near-misses to their manager or health and safety representative immediately so measures can be taken to help protect all of our employees and others from harm.