



# Health and Safety Policy

Pest Free Kaipātiki (PFK) recognises the need to provide a safe and healthy place of work for all employees, volunteers, contractors, visitors and other persons in accordance with the Health and Safety at Work Act 2015 (HSWA). PFK is a Person Conducting a Business or Undertaking (PCBU) under HSWA. It is our policy to make every reasonable effort in areas of incident prevention, injury management and in improving the well-being of our workers. PFK will eliminate risks to health and safety so far as is reasonably practicable, and where elimination is not possible, minimise risks so far as is reasonably practicable. To ensure the successful promotion and implementation of this policy, a number of responsibilities are identified below.

This policy applies to all aspects of our operations, including but not limited to the following:

- All employees (full-time, part-time, casual)
- All volunteers
- All contractors and subcontractors
- All visitors to our premises
- All activities and operations conducted by or on behalf of PFK

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## 1. Responsibility of Volunteer Board Members:

Actively practice and promote a positive Health and Safety (H&S) culture. Volunteer Board members recognise they are 'Officers' under HSWA and will exercise due diligence to ensure PFK complies with HSWA.

- Adequate budgetary provision is made available to comply with HSWA legislation and to meet H&S objectives.
- Annually review HSWA requirements and relevant guidance to ensure that this Policy is up to date with current legal requirements and that PFK remains compliant.

- Ensure the Chief Executive is held accountable for their performance in managing H&S in areas under their control:
  - Health and Safety is a recurring (monthly) item in team meetings, and
  - They report a summary of Health and Safety in the Chief Executive's report to the Board.
  - If a notifiable event occurs (notifiable death, injury/illness, or incident as defined by HSWA), the Chief Executive (or delegate) must ensure WorkSafe is notified as soon as possible, and the PFK Chair is informed immediately.

Monitoring of H&S performance:

- H&S responsibilities are appropriately defined and included in all position descriptions, key performance indicators and development processes where appropriate.
- Volunteer board members familiarise themselves with the nature of H&S risk in their areas and understand the associated hazards and risks, delegating responsibility for managing these to the managers as appropriate.
- That H&S is a standard agenda item at Board meetings. This item should summarise reported near-miss incidents and minor and serious accidents and ensure that the Health and Safety Policy is followed.
- Ensure managers attend H&S for management training.
- Regularly monitor the effectiveness of our health and safety management system and review this Policy.

## **2. Responsibility of Senior Staff, Managers, Supervisors and Team Members:**

Actively practice and promote a positive H&S culture:

- Ensure that they are aware of the nature of H&S risk in their areas so that they have an understanding of the associated hazards and risks.
- Ensuring health and safety controls are in place for health and safety risks in areas under their control.
- Ensure the identification of hazards and assessment of risks for all current / new / changed work activities / processes and new / modified work environments is undertaken prior to implementation or occupation. Ensure risks are eliminated so far as is reasonably practicable, or where that is not possible, minimised so far as is reasonably practicable.
- Ensure that those under their area of responsibility have completed H&S training relevant to their area of accountability.
- Ensure there are clear emergency procedures in place and that all staff and volunteers are aware of them.
- Ensure we have a clear documented process for reporting and investigating incidents and near misses.
- Review H&S performance of their Senior Staff, Managers, Supervisors and Team Leaders and hold them accountable.
- Ensuring staff, contractors, any other workers and visitors:

- Receive the appropriate information, instruction, and training necessary for them to safely perform their work and that they hold the necessary qualifications or competencies to perform the tasks.
  - Provide the required information about next of kin contact details, health issues etc.
- Monitor and assess contractor performance to ensure compliance to expected standards.
- Ensure that the health of workers and the conditions at the workplace are monitored.
- Instruction of staff in safety compliance.
- Ensure worker engagement and participation in all safety matters.
- Ensure we promote a positive and supportive work environment that prioritises mental health and wellbeing and identifies and manages mental health risks where they arise.
- Ensure safety is a standard agenda in team meetings.
- Ensure all H&S records are maintained.
- Ensure that safe work practices are developed and enforced at all times.
- Developing and maintaining good housekeeping standards in the areas under their control.
- That employees, contractors and other workers use safety equipment in a correct and safe manner.
- Include safety compliance as part of staff performance appraisals.
- Actively investigate all hazards, near-miss, incident / injuries so that all root causes are identified and preventative actions are taken to eliminate or minimise the risk.
- Comply with all injury management guidelines to provide a pathway for a safe return to work.

### **3. Responsibility of Employees, Contractors, Volunteers and Visitors:**

- All contractors must provide evidence of appropriate health and safety arrangements proportionate to the work (e.g., H&S policy, relevant procedures/SWMS, competency evidence, and insurance where applicable) to be sighted and accepted by the PFK Manager before they begin work. Where duties overlap, PFK will consult, cooperate and coordinate with contractors and other PCBUs to ensure risks are managed. Contractor documentation must be current and updated when there are material changes to the work or their systems.
- All activities undertaken by PFK or by affiliated groups and relevant volunteers and visitors should follow the relevant PFK Health & Safety procedures.
- Ensure their actions or inaction does not place themselves or other persons at risk of injury or illness.
- Ensure timely reporting of all hazards, near misses, incidents, injuries and illnesses.
- Take action to avoid, eliminate or minimise hazards.
- Undertake the appropriate safety induction and/or training provided.
- Comply with all relevant PFK policies, procedures and guidelines.
- Seek information or advice where necessary before carrying out new or unfamiliar work.

- Wear the appropriate dress standard, including PPE (if required), to perform the required work.
- Make themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment.
- Ensure all employees, contractors, volunteers and visitors are kept safe from unreasonable behaviour. This includes bullying, harassment, and other behaviour that may create mental health risks.

This policy is reviewed every two years and is communicated to all workers, and is made available to the public.

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