

HEALTH AND SAFETY POLICY – AMENDED 5.12.2011

Section	Health and Safety		
Approval Date	15.09.08	Approved by	Senior Management Team
Next Review	As required	Responsibility	Human Resources Team Leader
Key Evaluation Question	6	ITPNZ Quality Standard	3

PURPOSE

The management of Nelson Marlborough Institute of Technology (NMIT) is committed to providing a safe and healthy working environment and systems for staff, students, contractors and visitors using NMIT premises, and to comply with the Health and Safety in Employment Act 1992 and its subsequent Amendments.

RESPONSIBILITY

Management will:

1. Set health and safety objectives and performance criteria for all managers and work areas.
2. Annually review health and safety objectives and managers' performance.
3. Ensure accurate and timely reporting and recording of all incidents and injuries.
4. Investigate all reported incidents and injuries to identify all contributing factors and, where appropriate, formulate plans for corrective action.
5. Actively encourage the early reporting of any pain or discomfort.
6. Provide treatment and rehabilitation plans that ensure a safe, early and durable return to work.
7. Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to any significant hazards.
8. Ensure that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner.
9. Provide opportunities for employees and health and safety representatives to participate in "ongoing processes" related to health and safety in the workplace.
10. Enable employees to elect health and safety representatives.
11. Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees.
12. Promote a system of continuous improvement, including annual reviews of policies and procedures. Meet our obligations under the Health and Safety in Employment Act 1992 (as amended by the Amendment Act 2002) (the HSE Act), the Health and Safety in Employment Regulations 1995, codes of practice and any relevant standards or guidelines.

EVERY EMPLOYEE IS EXPECTED TO SHARE IN THE COMMITMENT TO HEALTH AND SAFETY

1. Every manager, is accountable to the employer for the health and safety of employees working under their direction.
2. Each employee is expected to help maintain a safe and healthy workplace through:
 - Following all safe work procedures, rules and instructions
 - Properly using all safety equipment and clothing provided
 - Reporting early any pain or discomfort
 - Taking an active role in NMIT's treatment and rehabilitation plan, for their 'early and durable return to work'
 - Reporting all incidents, injuries and hazards to the appropriate person.

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee includes representatives from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices. Refer: *Health & Safety Committee Terms of Reference*.

REFERENCES

INTERNAL

Smoke Free Policy
Health & Safety Committee Terms of Reference
Accident and Incident Reporting Reporting

EXTERNAL

Health and Safety in Employment Act 1992.