

NMIT HEALTH, SAFETY AND WELLBEING POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Health and Safety		
Approval Date	18.02.2026	Sponsor	Chief Executive Officer
Next Review	01.01.2029	Endorsed by	Health and Safety Committee
		Approved by	NMIT Council

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- All employees of NMIT, including contracted staff and secondees providing services for NMIT; and those on fixed term contracts (collectively referred to as **workers** in this policy); and
- All **Officers** of NMIT including members and advisors of NMIT Council and governance committees or boards (collectively referred to as **governors** in this policy); and
- All NMIT **learners** engaged in campus-based learning at any location; and online or remote learning via any mode; and work based learning. This includes (eg.) managed apprentices, Trades Academy and other secondary-tertiary pathway learners, and any other non-standard enrolments, and encompasses all references to learners, ākonga or students.
- All **visitors** to our campuses
- Other persons** who may be affected by NMIT’s activities

The scope of this policy is the physical and psychological wellbeing and safety aspects of our work, learning and social activities and places.

This policy is supported by [NMIT Health, Safety and Wellbeing Procedures](#), standards and systems which provide detailed guidance for implementation.

Te Pūtaki | Purpose

NMIT is committed to providing and maintaining work and learning environments, plant and equipment, and systems of work that are safe and without undue risk to the health, safety and wellbeing of workers, learners, visitors and other persons who may be affected by NMIT’s activities.

This policy sets out NMIT’s commitment, objectives and expectations for health and safety and provides the governance framework through which NMIT meets its obligations under the Health and Safety at Work Act 2015 (HSWA) and associated regulations. It supports the expectations of the Tertiary Education Commission (TEC) for effective governance, leadership, accountability and continuous improvement within Crown-owned tertiary education organisations.

For the purposes of the HSWA, NMIT is a Person Conducting a Business or Undertaking (PCBU) and holds the primary duty of care for health and safety.

Ngā Mātāpono | Principles

NMIT is committed to safe, systematic, sustainable and responsible approaches to the health, safety and wellbeing management of NMIT activities, underpinned by an active focus on:

Compliance

Decision-making and practice relating to health, safety and wellbeing management across all NMIT operations and delivery will ensure NMIT meets its obligations under all relevant legislation, regulations, standards, policies and procedures.

Our Values

NMIT values are our central compass to guide our behaviour as an organisation and establish a foundation for how we all work as part of the NMIT community. Workers and learners have an individual and collective responsibility to behave in ways that uphold our values and maintain integrity and quality in everything we do to ensure safe and healthy work, learning and social environments.

Best Practice

NMIT will implement practices that support and develop resilience, good practice, continual improvement and accountability in all aspects of health, safety and wellbeing management.

Kaupapa Here | Policy Statements

NMIT will take all steps, so far as is reasonably practicable, to ensure the health, safety and wellbeing of workers, learners and others who may be affected by its activities. Health and safety is recognised as an integral part of good governance, effective leadership, and sustainable organisational performance.

NMIT will adopt a planned, systematic and risk-based approach to health and safety management, supported by appropriate resources, competent leadership, and effective worker participation.

Governance, Leadership and Accountability

As a PCBU, NMIT will uphold its primary duty of care to ensure, as far as is reasonably practicable, the health and safety of workers and other persons.

Officers of NMIT, including Council members, will exercise due diligence to ensure that NMIT complies with its duties under the HSWA.

Leaders and managers at all levels will integrate health and safety into planning, decision-making and day-to-day operations, and promote a positive health and safety culture consistent with NMIT values and TEC expectations.

Risk Management and Safe Systems of Work

NMIT will implement and maintain effective processes to:

- Identify and assess risks arising from hazards, activities and environments
- Eliminate risks where reasonably practicable, and otherwise minimise them using the hierarchy of controls
- Establish and maintain safe systems of work appropriate to teaching, learning, research and support activities
- Provide fit-for-purpose facilities, equipment and personal protective equipment; and
- Monitor and review control measures to ensure they remain effective and responsive to change.

Consultation, Participation and Engagement

NMIT is committed to effective consultation, cooperation and coordination with workers and other PCBUs, as required under the HSWA.

Workers will be encouraged and supported to participate in health and safety matters that affect them, including through agreed worker representation and health and safety forums.

Health, Safety and Wellbeing Culture

NMIT promotes a positive health, safety and wellbeing culture through:

- Clear expectations and defined responsibilities
- Effective supervision and leadership
- Ongoing development of health and safety capability
- Provision of training, guidance, support and advice to workers
- Regular workplace inspections, reviews and assurance activities undertaken in partnership with workers.

Incident Management, Monitoring and Continuous Improvement

NMIT will:

- Require timely reporting, notification and investigation of incidents, injuries and near misses
- Meet statutory notification requirements to WorkSafe New Zealand
- Prepare for and respond to emergencies; and
- Monitor health and safety performance against measurable objectives and targets.

Health and safety performance will be regularly reviewed, with corrective actions implemented to support continuous improvement and the prevention of harm.

Pūrongo me te Whakapūmau | Reporting and Assurance

Regular reports will be submitted to Council and/or a committee of Council:	
Submitted by	Health and Safety Senior Advisor
Submitted to	Council
What must be reported	Agreed Leading Indicators and Lagging Indicators, trends and significant events
Reporting cadence	Monthly report
Is immediate escalation required for material events?	Yes; immediate escalation required for significant health and safety events, including: <ul style="list-style-type: none"> • WorkSafe notifiable events (death, notifiable injury or illness, or notifiable incident) must be escalated to the Chief Executive as soon as practicable, who will advise the Council Chair. • Serious harm events involving staff, students, contractors, or visitors must be escalated to the Chief Executive, who will advise the Council Chair. • Regulatory investigations or enforcement action from WorkSafe New Zealand must be escalated to the Chief Executive and Council Chair.

Ngā Haepapa | Responsibilities

Role	Responsibilities
NMIT as the PCBU	As a PCBU, NMIT has the primary duty of care under the HSWA to ensure, so far as is reasonably practicable, the health and safety of workers and other persons. This includes providing and maintaining: <ul style="list-style-type: none"> • Safe work and learning environments • Safe plant, equipment and substances • Safe systems of work • Appropriate information, training, instruction, supervision and monitoring; and • Adequate facilities for the welfare of workers and learners.

Officers of NMIT	Officers of NMIT, including Council members, will exercise due diligence to ensure that NMIT complies with its duties under the HSWA. This includes taking reasonable steps to: <ul style="list-style-type: none"> Acquire and keep up to date knowledge of health and safety matters Understand the nature of NMIT's operations and associated risks Ensure appropriate resources and processes are available and used Ensure effective processes are in place for receiving and considering health and safety information; and Verify that health and safety risks are being appropriately managed.
Leadership and Management	Leaders and managers at all levels are responsible for integrating health and safety into planning, decision-making and day-to-day operations, and for promoting a positive health and safety culture consistent with NMIT values and TEC expectations.
Workers and Learners	Workers are expected to: <ul style="list-style-type: none"> Take reasonable care for their own health and safety and that of others Follow reasonable instructions, policies and procedures relating to health and safety Use provided equipment and protective measures correctly; and Report hazards, risks, incidents and near misses in a timely manner. Learners and Other Persons at NMIT workplaces are expected to: <ul style="list-style-type: none"> Take reasonable care for their own health and safety Comply with reasonable health and safety instructions and requirements; and Not adversely affect the health and safety of others.

Ngā Tikanga | Definitions

Term	Definition
Duty holders under HSWA	A duty holder is a person who has a duty under HSWA. There are four types of duty holders – PCBUs, officers, workers and other persons at workplaces.
Hazard	A situation, activity, behaviour that has the potential to cause death, injury, or illness to a person.
Health and Safety at Work Act 2015 (HSWA)	New Zealand's key work health and safety legislation is the Health and Safety at Work Act 2015 (HSWA) and regulations made under that Act. All work and workplaces are covered by HSWA unless specifically excluded.
Injury	Includes physical or mental injury; gradual process injury or injury that was not diagnosed until sometime after the event or exposure
Other Persons	Individuals who are not workers but may be affected by the work carried out by a PCBU, including visitors, students, customers, members of the public, and others at or near the workplace.
PCBU	'Person Conducting a Business or Undertaking'. The business entity, individual or undertaking that has primary responsibility for the health and safety of its workers.
Personal Protective Equipment (PPE)	Equipment worn to minimise exposure to hazards that cause serious workplace injuries and illnesses.
Primary Duty of Care	PCBU must ensure, so far as is reasonably practicable, the health and safety of its workers, and that other persons are not put at risk by the PCBU's work.
Risk	Risks arise from people being exposed to a hazard (a source of harm)
Safety Management Systems (SMS)	The formal framework for identifying, assessing and managing health and safety risks to prevent accidents and incidents and improve safety performance.
Standard Operating Systems (SOPs)	Detailed step-by-step instructions for carrying out tasks, ensuring consistency, efficiency, quality and compliance across NMIT activities.
Worker	An individual who carries out work in any capacity for a person conducting a business or undertaking (PCBU), including employees, contractors, trainees, volunteers, and others performing work for the business.

Ngā Hononga ki Tuhinga kē | Links to other documents

NGĀ KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Campus Policy
NMIT Information and Records Management Policy

NGĀ TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Health, Safety and Wellbeing Procedures Manual,
Industry-specific and programme-specific regulations, Safety Management Systems and Standard Operating Procedures (SOPs)

TURE WHAI TAKE | RELEVANT LEGISLATION

[Health and Safety at Work Act 2015](#)

[WorkSafe special guide - Introduction to Health and Safety at Work Act 2015](#)

[Health and Safety at Work \(Worker Engagement, Participation and Representation\) Regulations 2016](#)

[WorkSafe guidance Health and Safety Committees](#)

[WorkSafe Good practice for worker engagement, participation and representation](#)