

## Purpose

This policy sets out NZQA's commitment to providing and maintaining a safe and healthy working environment, for everyone using NZQA premises and working for or with NZQA.

## Scope

This policy applies to all NZQA staff, NZQA contractors, workers as defined under the Health and Safety at Work Act and anyone visiting the NZQA premises.

Compliance with this policy is required under the [NZQA Code of Conduct](#).

## Policy

### 1 Senior Management will:

- 1.1 Set health and safety objectives and performance criteria for all managers and work areas
- 1.2 Annually review health and safety objectives and managers' performance against those objectives
- 1.3 Encourage accurate and timely reporting and recording of all incidents and injuries
- 1.4 Investigate all reported incidents, near misses and injuries in conjunction with Health & Safety representatives to identify all contributing factors and, where appropriate, formulate plans for corrective action
- 1.5 Actively encourage the early reporting of any pain or discomfort
- 1.6 Support the provision of treatment and rehabilitation plans that ensure a safe, early and durable return to work
- 1.7 Identify and record all existing and new hazards and take all practicable steps to eliminate, or minimise the exposure to any significant hazards
- 1.8 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
- 1.9 Encourage employee consultation and participation in all health and safety matters
- 1.10 Enable employees to elect health and safety representatives
- 1.11 Ensure that all contractors and subcontractors are actively managing health and safety for themselves and their employees
- 1.12 Promote a system of continuous improvement, including annual reviews of policies and procedures
- 1.13 Meet our obligations under the Health and Safety at Work Act 2015, the Health and Safety Regulations 2015, Safe Work Instruments, Approved Codes of Practice, and Guidance codes of practice and any relevant standards or guidelines.

### 2 Every worker is expected to share in the commitment to health and safety.

- 2.1 Every NZQA 'people leader' is accountable to the employer for the health and safety of employees working under their direction.
- 2.2 Each worker 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 their treatment and rehabilitation plan, for their ‘early and durable’ return to work’
- Reporting all incidents, injuries and hazards to the appropriate person.

### 3 Escalation requirements for serious accidents and incidents

The Chief Executive must advise the Board Chair of any:

- notifiable injury or illness ([as defined in the Health and Safety at Work Act 2015](#)).
- multiple instances (more than 5) of staff injury or communicable illness whether notifiable or not.

This must be done immediately or as soon as practicable.

Refer to process [10.3.5.2 Report serious accidents and incidents](#).

### 4 Health and Safety Committee

NZQA shall have a Health and Safety Committee that includes representatives from senior management and union and elected health and safety representatives. The Health and Safety Committee will investigate worker health and safety matters. This may include developing health and safety recommendations in conjunction with People and Capability, and in accordance with the existing agreement between NZQA and the Public Service Association.

### 5 Health and Wellbeing Support

NZQA recognises that a range of factors outside the workplace might impact an employee and their ability to undertake their job. These factors might impact an employee’s wellbeing, their leave usage or their sense of worth. NZQA can provide support to employees to assist with issues such as family violence, alcohol and drug dependency, gambling addiction and mental health. Employees who are dealing with such issues are encouraged to seek confidential assistance from their Union, Delegates, Manager and/or the People and Capability team who can provide information on support options available.

## Responsibilities

Position	Responsible for
Chief Executive	Overall accountability for health and safety at NZQA.
People leaders	The health and safety of employees working under their direction.
Workers	Workers need to take reasonable care for their own health and safety and take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
Health & Safety Representatives	Fostering positive health and safety management practices in the workplace, identifying and raising awareness of hazards to management, promoting health and safety issues of employees and carrying out functions as directed.
People and Capability Manager	Delegated authority to manage the health and safety function for NZQA.

## References

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

[Health and Safety Regulations 2015](#)

## Definitions

For the purposes of this policy, unless otherwise stated, the following definitions apply.

People leaders	NZQA employees (e.g. managers, team leaders etc) responsible for the work activities/management of other NZQA workers.
Workers	Workers include employees, contractors, subcontractors, labour hire workers, apprentices and trainees, and volunteer workers.

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**Measurement Criteria**

- NZQA-wide awareness and compliance with Health and Safety policy and processes

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