

Controlled Document – Refer to NMIT website or intranet for latest version

SAFETY, HEALTH AND WELLBEING POLICY

Section	Safety, Health and Wellbeing		
Approval Date	15.11.2018	Approved by	NMIT Board
Next Review	09.06.2022	Responsibility	Chief Executive
Last review	09.06.2020	Key Evaluation Question	6

OUR COMMITMENT

Protecting all our people is important to NMIT - as high a priority as any other aspect of our work.

PURPOSE

This policy outlines Safety, Health and Wellbeing responsibilities for NMIT team members, managers, students, visitors, volunteers and contractors at Nelson Marlborough Institute of Technology (NMIT) and is committed to providing a safe and healthy work environment for NMIT team members, students, contractors and visitors.

SCOPE

This policy applies to all activities, conducted on and off campus, and/or using NMIT facilities

It applies to:

- NMIT Board
- NMIT team members, including:
 - employees
 - Contract for Service tutors
 - Student interns
 - Volunteers at NMIT
- NMIT students
- NMIT contractors and subcontractors
- Visitors to NMIT

RESPONSIBILITY

In meeting this commitment and provide governance and leadership the NMIT Board, the Chief Executive and the Executive Team will take reasonable steps to:

- Know about work health and safety matters and keep up-to-date
- Understand the nature of the NMIT's operations and the hazards and risks generally associated with those operations
- Ensure NMIT has appropriate resources and processes to, so far as is reasonably practicable, eliminate or minimise those risks
- Ensure NMIT has appropriate processes for receiving information about incidents, hazards and risks, and for responding to that information
- Ensure that NMIT has processes for complying with any duty or obligation, and that these are implemented
- Satisfy themselves that NMIT has appropriate policies and practices for health and safety in place, and has effective measures to implement and review them

The Chief Executive and Management of NMIT will:

- Ensure they have up-to-date knowledge of health and safety, including related NMIT policies and procedures and relevant industry updates
- Ensure responsibility is given to managers, team leaders, those supervising team members and students, and others in positions of responsibility to manage safety, health and wellbeing in their areas
- Develop safety, health and wellbeing objectives and performance criteria for all managers and work areas, and review at least annually
- Ensure that all team members and students have the appropriate level of induction, training and supervision, are deemed capable (competent), and that this is recorded
- Ensure all existing and new hazards (including in new programmes, equipment, plant or research) are identified and health and safety risks assessed to eliminate or minimise the risk
- Ensure these risk assessments are regularly reviewed and kept up-to-date, and control measures are implemented and communicated to affected people
- Commit to carrying out health monitoring for team members exposed to hazards that may cause ill-health, as identified in the risk assessment
- Ensure regular workplace inspections, including inspections and maintenance of equipment
- Ensure that unsafe acts and unsafe conditions are appropriately addressed
- Ensure accurate and timely reporting and recording of all events (injury, illness, near misses, environmental or property damage incidents) and investigations undertaken appropriate to the risk
- Actively encourage early reporting of any symptoms or concerns that may arise from activities undertaken e.g. pain and discomfort, work-related stress
- Provide treatment and rehabilitation plans, for an 'early and durable return to work'
- Provide opportunities for team members and Health and Safety Representatives (HSRs) to have a say about health and safety matters
- Promote a system of continuous improvement in health and safety
- Meet our obligations under the Health and Safety at Work Act 2015, related regulations, Approved codes of practice and any relevant standards or guidelines.

NMIT team members are expected to help maintain a healthy and safe work environment and will:

- Take reasonable care of themselves and others, cooperate with NMIT on health and safety matters, and make sure their acts or omissions do not adversely affect others
- Cooperate with any reasonable safety, health and wellbeing policy or procedure that has been notified to them
- Comply with, as far as they are reasonably able, with any reasonable instruction that is given by NMIT in relation to health and safety, including safe work procedures and risk assessment requirements
- Undertake any health and safety induction and training required by NMIT
- Be aware of the hazards, risks and control measures involved in their area of work
- Assess health and safety risks and implement the appropriate controls for NMIT activities
- Stop any activity they reasonably believe will cause injury or illness
- Ensure all appropriate safety equipment and personal protective equipment is worn or used, as required
- Be familiar with emergency procedures (including how to raise an alarm and call for first aid), make sure safe escape routes are unobstructed and perform warden duties, as required
- Promptly report all events (injury, illness, near misses, environmental or property damage incidents)
- Promptly report any unsafe acts or unsafe conditions, such as faulty equipment or building defects
- Ensure early reporting of any symptoms or concerns that may arise from activities undertaken, as early intervention may be a key factor e.g. pain and discomfort, work-related stress
- Engage actively with NMIT's treatment and rehabilitation plan, for their 'early and durable return to work'

Students will:

- Take reasonable care of themselves and others, cooperate with NMIT on health and safety matters, and make sure their acts or omissions do not adversely affect others
- Comply with, as far as they are reasonably able, with any reasonable instruction that is given by NMIT in relation to health and safety
- Complete any safety training and induction required by NMIT
- Make sure all appropriate safety equipment and personal protective equipment is worn or used, as required
- Be familiar with emergency procedures (including how to raise an alarm and call for first aid)
- Follow instructions by NMIT (including wardens) related to evacuations during fire or any civil emergency or closure of NMIT facilities
- Stop any activity they reasonably believe will cause injury or illness
- Report to NMIT staff/tutor all events (injury, illness, near misses, property damage incidents) regardless of severity
- Report to NMIT staff/tutor any unsafe acts and/or conditions, such as faulty equipment or building defects

NMIT team members who engage or manage contractors will:

- Consult, cooperate, and coordinate their activities to meet their health and safety responsibilities to workers and others
- Ensure contractors are managed through NMIT's procedure for Contractor Management, including requirements for prequalification, induction and health and safety plans to ensure that all contractors engaged on site meet good health and safety practice requirements
- Ensure regular monitoring of contractors is conducted to make sure safety standards are met
- Ensure any incidents involving contractors are reported
- Where contractors are exposing the NMIT to unacceptable risk, have the right to stop the work until resolved

Contractors will:

- Consult, cooperate, and coordinate their activities to meet their health and safety responsibilities to workers and others
- Provide specific requirements for site safety plans and work procedures for approval by NMIT
- Complete an induction and comply with NMIT's health and safety requirements while on site
- Ensure that their work does not cause harm to their own workers, as well as to NMIT team members, students and visitors in the place of work
- Report all incidents on site, including near misses, and have specific reporting responsibilities to external agencies (such as WorkSafe for Notifiable Events and Notifiable Works)

Visitors will:

- Take reasonable care for their own health and safety
- Take reasonable care that others are not harmed by something they do, or do not do
- Comply with, as far as they are reasonably able, safety, health and wellbeing instructions
- Report incidents, injuries and hazards
- Be familiar with emergency procedures and follow instructions of wardens during evacuations

HEALTH AND SAFETY COMMITTEE

The Health and Safety Committee (HSC) includes representatives from management and union and elected health and safety representatives. The HSC is responsible for developing and reviewing Safety, Health and

Wellbeing policies and procedures for the workplace, and to enable management and employee representatives to meet regularly and work cooperatively to improve health and safety at work. Refer: *Health & Safety Committee Terms of Reference*.

REFERENCES

INTERNAL

[Harassment \(Prevention and Management\)](#)
[Health and Safety Committee Terms of Reference](#)
[Health and Safety Manual](#)
[NMIT Social Media Guidelines \[available for internal use only\]](#)
[Safety, Health and Wellbeing Leadership Group Terms of Reference](#)
[SmokeFree Policy](#)
[Staff Charter](#)
[Student Charter](#)

For aviation-specific controlled documents relating to Health and Safety, please contact the Quality and Safety Manager, School of Aviation, Woodbourne campus.

EXTERNAL

[Health and Safety at Work Act 2015](#)
[Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
[Health and Safety at Work \(Worker Engagement, Participation, and Representation\) Regulations 2016](#)
[Health and Safety at Work \(Asbestos\) Regulations 2016](#)
[Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)
[Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
[Fire and Emergency New Zealand \(Fire Safety, Evacuation Procedures, and Evacuation Schemes\) Regulations 2018](#)
[The Smoke-free Environment Act 1990](#)
[Human Rights Act 1993](#)
[Accident Compensation Act 2001](#)

[WorkSafe website](#) provides good practice guidelines and approved codes of practice
[ISO 45001:2018](#) Occupational health and safety management systems