

# HEALTH AND SAFETY POLICY

<b>Policy Owner</b>	Chief Operating Officer
<b>Contact Person</b>	Garry Mills
<b>Approval Date</b>	14 <sup>th</sup> April 2016
<b>Next Review</b>	14 <sup>th</sup> April 2017

## Purpose

1. Te Papa, the Board and the Chief Executive, are committed to providing a healthy and safe working environment for all our workers and visitors to all of our facilities.

## Scope

2. This Policy applies to all Te Papa workers, including employees, contractors, consultants and volunteers.

## Key Definitions for purposes of Policy

3. **Person Conducting a Business or Undertaking (PCBU)** – Te Papa the organisation.
4. **An Officer of the PCBU** - includes any Te Papa person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking.
5. **A Worker** - means an individual who carries out work in any capacity for Te Papa.

## Relevant legislation

6. Relevant Legislation includes
  - The Health and Safety at Work Act 2015 (**HSWA**)
  - Applicable Regulations, including:
    - Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
    - Health and Safety at Work (Worker Participation and Engagement) Regulations 2016

## Policy

7. As an organisation Te Papa is committed to ensuring responsible management practices are in place that mitigate adverse health and safety risks and impacts that may arise from our work. This commitment includes:
  - Promoting a culture in which effective Health and Safety management is considered to be part of the normal work environment;
  - Integrating Risk Management principles into our planning to ensure so far as reasonably practicable that risk exposures to the organisation, workers, and others are identified and managed proactively;

- Providing trained and competent supervision across our business activities;
- Fostering cooperation, participation and consultation with our workers in the formation of plans aimed at mitigating the risk of injury or illness, and equipment damage;
- Providing adequate resources to develop, implement and maintain a healthy and safe working environment, health and safety awareness, education and training programs;
- Abiding by all New Zealand health and safety legislation, regulations and minimum standards;
- Ensuring our people are resourced and trained to effectively complete tasks safely;
- Regularly reviewing health and safety programs and procedures to enable continuous improvement; and
- Using this policy and its principles as a driver to enhance the continuous improvement process to facilitate engagement and ownership with all stakeholders.

## Key Responsibilities

### 8. Person Conducting a Business or an Undertaking (PCBU):

The HSWA places the primary duty of care on the PCBU. As a PCBU Te Papa must ensure, so far as is reasonably practicable, the health and safety of: workers who work for Te Papa, while they are at work; and workers whose activities are influenced or directed by Te Papa, while they are at work. Te Papa must also ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of Te Papa's business.

### 9. Officers of the PCBU:

Every Officer of Te Papa must exercise due diligence to ensure that Te Papa complies with its duties and obligations under the HSWA. In the context of work health and safety, due diligence means taking reasonable steps to:

- acquire, and keep up to date, knowledge of work health and safety matters;
- gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations;
- ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking;
- ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information;
- ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under the HSWA; and
- verify the provision and use of the resources and processes referred to above.

### 10. Workers:

While at work, a Worker must—

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with the HSWA or related regulations; and
- co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

**Related policies/ procedures / forms**

The supporting Health and Safety Management System stored on Pou Mataaho

**Breaches of the policy**

Breaches of the intent of this Policy will be investigated and disciplinary action may result from the investigation process.

**Training**

The approved Health and Safety Policy will form part of the Te Papa induction process and performance expectations will be identified and reinforced with all Te Papa workers.

**Review**

This Policy will be reviewed by the Chief Operating Officer yearly or when changes occur that will affect the intent of this Policy. ( Statutory or Organisational Changes)

Signed



**Rick Ellis**  
Chief Executive Officer  
Museum of New Zealand Te Papa Tongarewa

Document Control table

Date	Change	Approval

