

Kaupapa Here:	Leadership & Commitment Procedure - TM01		
Procedure Owner:	Te Marupainga		
Approved By:	Tumuwhanake		
Date Approved:	June 2017	Review Date:	June 2019

Overview

Te Wānanga o Aotearoa prides itself on its all-inclusive culture and belief that "what we are doing is right" and aligns with our uara Te Whakapono.

Involvement from everyone (kaimahi, tauira, contractors, tamariki and manuhiri) towards helping us achieve the goal "to keep everyone as safe as they possibly can be whilst working with, and for, Te Wānanga o Aotearoa", will only happen if we all play our part.

We can all lead the way and show our commitment to health & safety by 'walking the talk' and actively participating and showing our commitment.

Relevant Tikanga Whakahaere	Relevant Procedures or Guidelines	Relevant Forms
Health and Safety Policy	HSMS Governance	N/A

Activity	Key Points	Responsibility
Active Participation	<p>Everyone is encouraged to participate in how we manage health & safety at Te Wānanga o Aotearoa.</p> <p>From Te Taiurungi, Te Komiti Marupainga, Ngā Tumu, Tūmatakahuki across takiwā and on to kaimahi and taura, we are all expected to understand and follow the agreed processes that can keep whānau safe, and to look for opportunities to further improve what we do.</p> <p>We actively encourage informal discussion on health & safety and how well we are doing, as well as suggesting ideas on what we can do differently- we don't need to wait for a hui to do this. Just tell someone who can fix it if you can't do this yourself!</p>	Everyone
Recognition & Rewards	<p>We delight in celebrating success and will take opportunities to recognise individuals and teams who contribute towards helping us keep Te Wānanga o Aotearoa a safe and healthy place to learn and work.</p>	Everyone
Empowerment	<p>Everyone who works or studies at Te Wānanga o Aotearoa is empowered to stop carrying out an activity they believe is unsafe, or to have a discussion with someone, if they think they are acting in an unsafe manner.</p> <p>If you see something 'unsafe'- then we encourage you to 'speak up' and let your Kaiako, leader or takiwā ESW Advisor know so it can be addressed before something goes wrong.</p>	Everyone
Keeping you updated on Health & Safety Matters	<p>From Te Taiurungi, Ngā Tumu, Tūmatakahuki and, Te Marupainga if there is something you need to know or understand better in order to keep yourself safe and well. We will do everything we can to let you know about this as quickly as possible.</p> <p>Kaiako and other leaders will ensure that they share any updates and learnings as soon as they can and that they also ask kaimahi & taura regularly if they have any health & safety concerns or observations.</p>	Everyone
Agreed behaviours	<p>Our health & safety procedures set out how we expect everyone to behave and to keep themselves and others safe. Behaving in a safe and responsible manner is what we expect of everyone associated with Te Wānanga o Aotearoa.</p> <p>If someone is acting in an unsafe manner we will investigate why and help them to correct their approach, however if the matter is serious we will, if necessary, take appropriate disciplinary action.</p>	Everyone