

HEALTH AND SAFETY (TE MARUPAINGA)

Uepū	Kiriwhanake
Owner	Tumuwhanake
Approved by	Te Ohu
Date first approved	October 2009
Date approved	April 2016
Date of the next review	April 2019

1.0 Te Pūtake

Te Wānanga o Aotearoa (PCBU- Person Conducting a Business or Undertaking) is committed to providing and maintaining a safe and healthy environment for its kaimahi (including contractors), taura, tamariki and manuhiri. Te Wānanga o Aotearoa will ensure that its campuses, sites and workplaces meet health and safety obligations and requirements under the Health and Safety at Work Act 2015. All incidents, accidents and notifiable events are reported and investigated. All hazards and risks are managed in line with legislative requirements. Te Wānanga o Aotearoa is committed to ensuring that kaimahi and taura safety and wellbeing is our priority. Te Wānanga o Aotearoa is committed to the continual review and improvement of our health and safety systems, practices and, resourcing requirements.

2.0 Tikanga Whakahaere

TWOA Values	Principles
Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable	Te Wānanga o Aotearoa understands the importance of ensuring that we provide both a safe learning and working environment for kaimahi and taura. It will show this through the positive contributions it makes to the environment, iwi and the community. Te Wānanga o Aotearoa will: <ol style="list-style-type: none"> 2.1. Ensure the health and safety of all kaimahi (including contractors), taura, tamariki and manuhiri so far as is reasonably practicable. 2.2. Ensure that the workplace is without risks to the health and safety of kaimahi (including contractors), taura, tamariki and manuhiri so far as is reasonably practicable. 2.3. Provide rehabilitation assistance to ensure the safe and sustainable return to work of injured or ill kaimahi.
Te Whakapono The basis of our beliefs and the confidence that what we are doing is right	Te Wānanga o Aotearoa accepts that a safe learning and working environment is established through the commitment of kaimahi and taura to care and be responsible for each other. Te Wānanga o Aotearoa will:

TWoA Values	Principles
	<p>2.4. Ensure that all kaimahi (including contractors) are trained, supervised and provided with information to undertake their duties safely.</p> <p>2.5. Ensure that all kaimahi and taura understand health and safety management systems relative to their responsibilities.</p>
<p>Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner</p>	<p>Te Wānanga o Aotearoa acknowledges the need to align with legislation and is mindful of its responsibility to Māori lore. In doing so, Te Wānanga o Aotearoa supports the need to have such a policy documented to ensure that a safe learning and working environment is provided for all kaimahi (including contractors), taura, tamariki and manuhiri.</p> <p>Te Wānanga o Aotearoa will:</p> <p>2.6. Comply with all relevant health and safety legislation, standards, codes of practice and best practice guidelines.</p> <p>2.7. Implement a kaimahi participation system that provides the opportunity for kaimahi to participate in all health and safety matters.</p> <p>2.8. Maintain an effective programme to ensure that all workplace hazards and risks are systematically identified and appropriate measures implemented to prevent and improve those hazards and risks.</p> <p>2.9. Regularly review and monitor all identified hazards to take into account any changing conditions and circumstances within the workplace, and ensure appropriate records are kept.</p> <p>Te Mana Whakahaere, Te Taiurungi and Ngā Tumu must exercise due diligence to ensure that:</p> <p>2.10. Te Wānanga o Aotearoa complies with all health and safety legislation, standards, codes of practice and best practice guidelines.</p> <p>2.11. Te Wānanga o Aotearoa are held accountable for compliance with health and safety legislation.</p> <p>Management must ensure that they:</p> <p>2.12. Comply with all relevant health and safety legislation, standards, codes of practice and best practice guidelines.</p> <p>2.13. Comply and support Te Wānanga o Aotearoa health and safety policy and procedures.</p> <p>Kaimahi, workers, contractors and taura must:</p> <p>2.14. Take reasonable care to ensure their safety and the safety of others is not compromised.</p>

TWOA Values	Principles
	<p>2.15. Understand and co-operate with any reasonable health and safety policy or procedure of Te Wānanga o Aotearoa at the workplace that has been notified to kaimahi or taura.</p> <p>2.16. Comply with any reasonable instruction that is given by Te Wānanga o Aotearoa which allows Te Wānanga o Aotearoa to comply with health and safety legislation.</p>
<p>Kotahitanga Unity amongst iwi and other ethnicities, standing as one</p>	<p>Te Wānanga o Aotearoa recognises that caring for the wellbeing of our whānau, iwi, hapū whilst within our premises or engaged in programmes.</p> <p>Te Wānanga o Aotearoa will:</p> <p>2.17. Ensure all kaimahi and unions have the opportunity to participate in the development of health and safety practices, and that all relevant documentation relating to health and safety issues are made available to all kaimahi.</p> <p>2.18. Ensure all workplace incidents, accidents and notifiable events, are reported within the legislative timeframes and investigate causes to improve and prevent reoccurrence.</p>

3.0 Whānuitanga

This tikanga whakahaere applies to all kaimahi, taura, contractors, manuhiri and governance members of Te Wānanga o Aotearoa.

4.0 Whakamāramatanga

These are the definition of terms that are used throughout the document.

Term	Description
Due Diligence	Officers must exercise due diligence to make sure that the PCBU complies with its health and safety duties. They must exercise the care, diligence and skill a reasonable officer would exercise in the same circumstances, taking into account matters including the nature of the business or undertaking, and officer's position and nature of their responsibilities.
Hapū	Sub-tribe
Iwi	Tribe
Kaimahi	Workers employed, seconded, conducting work experience, volunteers, and authorised contractor's by/to/of Te Wānanga o Aotearoa.

Term	Description
Kaimahi participation system	A system used to nominate and elect Safety Representatives based in each Takiwā and ensure engagement in worker participation.
Kaupapa	Philosophy
Kotahitanga	Unity amongst iwi and other ethnicities; standing as one.
Management	All leadership roles with managerial responsibilities.
Manuhiri	Visitors
Officer	An officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a PCBU; Te Manawhakahaere, Te Taiurungi and Ngā Tumu.
Person Conducting a Business or Undertaking (PCBU)	An organisation, business entity or company e.g. Te Wānanga o Aotearoa.
Reasonably Practicable	What is reasonably able to be done in relation to ensuring the health and safety of workers and those effected by the work.
Tamariki	Children enrolled in ngā Puna Whakatupu/ELC's
Tauira	All persons currently enrolled in Te Wānanga o Aotearoa programmes or courses.
Te Wānanga o Aotearoa	Includes Te Wānanga o Aotearoa (PCBU) and all direct and indirect subsidiaries such as Dynaspeak Limited.
Te Taiurungi	Chief Executive Officer (Officer of the PCBU).
Tikanga Wānanga	Policy
TWoA Governance Members	Members of any established Te Wānanga o Aotearoa governance group e.g. Te Mana Whakahaere (Officer of the PCBU).
Whānau	Family (or extended family).

5.0 Ngā Hononga

The following tikanga whakahaere applies to this tikanga whakahaere:

- Health and Safety in Employment Act 1992
- Privacy Act 1993
- Human Rights Act 1993
- Hazardous Substances and New Organisms Act 1996
- Employment Relations Act 2000
- Injury Prevention, Rehabilitation Compensation Act 2001
- Health and Safety in Employment Amendment Act 2002
- Smoke free Environments Amendment Act 2003
- Building Act 2004
- Building Amendment Act 2005
- WorkSafe New Zealand Act 2013
- Health and Safety at Work Act 2015
- Health and Safety in Employment Regulations 1995
- Health and Safety in Employment (Prescribed Matters) Regulations 2003
- Fire and Evacuation of Buildings Regulations 2006

- Health and Safety in Employment General Risk and Workplace Management Regulations 2016

The following documents apply to this tikanga whakahaere:

- TUIA Collective Agreement /TEU Collective Agreement
- Individual Employment Agreements
- All Te Wānanga o Aotearoa Health and Safety Processes and Procedures