

Kaupapa Here:	Planning & Objectives Procedure- TM02		
Procedure Owner:	Te Marupainga		
Approved By:	Tumuwhanake		
Date Approved:	June 2017	Review Date:	June 2019

Overview

It is important that each year we evaluate our health & safety management system in order to ensure it continues to improve our health & safety culture.

Health & safety planning and review is an important part of how we ensure that Te Wānanga o Aotearoa (TWOA) continues to imbed and establish the agreed safety culture and manage organisational health & safety risks.

Part of that planning process is to ensure we have the right resources to achieve our intended outcomes. Inclusion of a review and continual improvement approach will also ensure that we do not become complacent and that we continue to develop and remain focused on our overall goal to keep our kaimahi & taura safe and well.

Relevant Tikanga Whakahaere	Relevant Procedures or Guidelines	Relevant Forms
Health and Safety Policy	HSMS Governance Measuring and Monitoring Performance TM03 Assurance of Te Marupainga TM06 Kaimahi Engagement & Participation TM04	2016-2020 Te Marupainga Health and Safety Strategy Annual Kiriwhanake Business Plan

Activity	Key Points	Responsibility
Overview of Procedure	<ul style="list-style-type: none"> Prior to the beginning of each financial/academic year, Kiriwhanake will agree a set of health & safety objectives and include these in their annual plan. Te Marupainga will then work with TWoA Leadership to bring these to life and working with the local ESW Advisors will prepare, create and arrange for implementation of Health & Safety Plans. These Health & Safety Plans will measure how effective we are at implementing and managing health & safety requirements. Results of the Health & Safety Plan reviews will collectively contribute to the overall progress of TWoA's health & safety performance. 	Kiriwhanake TWoA Leadership Lead ESW
	<ul style="list-style-type: none"> The objectives will be measurable outcomes which are SMART and which can be included in individual's performance KPI's to support and increase ownership and accountability for health & safety in TWoA. Targets will include both Lead and Lag Indicators, with an increasing focus on Lead Indicators. We will measure the overall effectiveness of the HSMS procedures and TWoA's ability to create and maintain a safe, healthy and secure working environment. 	Advisor ESW Lead ESW
Preparing the Annual Health & Safety Plan	<ul style="list-style-type: none"> Prior to preparing the next annual Health & Safety Plan, the Lead Environmental, Safety & Wellness (ESW) will discuss previous year's performance with the relevant Kaimahi and Tumuwhanake and prepare KPI's to present for approval. The Plan will focus on ensuring that the agreed HSMS procedures are being effectively implemented and that organisational health & safety risks are being appropriately managed. Continuous improvement will form a large part of the content and objectives of the plan. The Plan will detail what those targets and objectives are and will include information and guidance on: <ul style="list-style-type: none"> Proposed activities required to achieve health & safety performance objectives and targets; Resources and budget required to ensure that health & safety activities are appropriately prioritised; Suggested owners/responsible persons, timelines and measurable outcomes 	Lead ESW Kiriwhanake TWoA Leadership

For example:

Objective	What	Who	When	Comment
To ensure that kaimahi are appropriately skilled and knowledgeable in	Each kaimahi to have a relevant health & safety skills training	Kaimahi	Plan in place by November and quarterly	Enlist assistance

health & safety requirements of their role	plan, which will ensure that as a minimum the baseline health & safety capabilities outlined in the Te Marupainga Skills Matrix (TM14) can be achieved		reviews to be undertaken to monitor progress of plan	from Uepū if issues arise
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- Once approved, the Health & Safety KPI's will be included in the Kiriwhanake Business Plan and shared with each Uepū/Takiwā so that they can ensure that their respective business plans capture the intent.

Monitoring and Reviewing Progress

The Plan and its progress will be reported on in accordance with TM03- Measuring Performance and will also be included in agreed Kaimahi Health & Safety Hui agendas as detailed in TM08.

Lead ESW

Ngā Tumu

On at least a quarterly basis a review of progress to plan should be carried out and include but not limited to:

Te Komiti
Marupainga

- Determining what was planned and what was achieved (and evidenced)
- Identifying any roadblocks or shortcomings of the Health & Safety Plan, and agreeing necessary actions needed to address any weaknesses or gaps to bring back on track; and
- Monitoring progress to plan and escalating to Ngā Tumu or Te Komiti Marupainga if resources or other matters need their action in order to achieve success;
- Ensuring that the initial KPI's are still relevant to achieve the intended objective(s), proposing any adjustments if necessary.

Te Marupainga

Progress of Plan will be communicated to kaimahi and taura by Te Marupainga.