

VESSEL SAFETY

Uepū	Kiriwhanake
Owner	Tumuwhanake
Approved by	Te Ohu
Date first approved	May 2013
Date approved	December 2016
Date of the next review	December 2019

1.0 Te Pūtake

Te Wānanga o Aotearoa is committed to providing safe practices for all kaimahi and taura in the use of vessels (including but not limited to waka ama, waka tangata, waka kopapa and safety boats). This tikanga whakahaere is designed to support a safe vessel operating environment to ensure the safety of those individuals involved in accordance with Maritime and Health and Safety legislation.

2.0 Tikanga Whakahaere

TWoA Values	Principles
<p>Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable</p>	<p>Te Wānanga o Aotearoa understands the importance of ensuring that we provide both a safe learning and working environment for kaimahi and taura.</p> <p>Te Wānanga o Aotearoa will:</p> <p>2.1 Ensure the health and safety of all kaimahi and taura so far as is reasonably practicable while operating vessels.</p> <p>2.2 Ensure that all kaimahi and taura complete the water survival competency test.</p> <p>2.3 Ensure that the vessel is without risks to the health and safety of kaimahi and taura so far as is reasonably practicable.</p> <p>2.4 Ensure that all kaimahi and taura are supplied with a Personal Flotation Device (PFD), that it is fit for purpose, certified and maintained. PFD's must be correctly fitted and worn at all times while on a vessel.</p>
<p>Te Whakapono The basis of our beliefs and the confidence that what we are doing is right</p>	<p>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.</p> <p>Te Wānanga o Aotearoa will:</p>

TWOA Values	Principles
	<p>2.5 Ensure that all kaimahi and taura are trained, supervised and provided with information to undertake their duties safely in the use of vessels.</p> <p>2.6 Ensure that all kaimahi and taura understand health and safety management systems relative to their responsibilities in the use of vessels. All participants must comply with the responsibilities outlined in the vessel safety policy, procedures and applicable manuals.</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. 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 and taura.</p> <p>Te Wānanga o Aotearoa will:</p> <p>2.7 Comply with all relevant Maritime legislation, standards, codes of practice and best practice guidelines.</p> <p>2.8 Ensure internal use of all vessels outside the operations of its waka programmes be authorised by the Kaiarahi Waka and the Lead- Environment, Safety and Wellness.</p> <p>2.9 Exclude the external operations outside of Te Wānanga o Aotearoa, of all vessels including but not limited to waka ama, waka tangata, waka kopapa and safety boats (Exemption: the use of waka ama for Te Wānanga o Aotearoa national partnership).</p> <p>2.10 Ensure that only authorised kaimahi who hold a Boat Masters with a seal and a Powerboat level 2 qualification, will be responsible for conducting activity on a safety boat.</p> <p>2.11 Maintain an effective programme to ensure that all vessels are appropriately checked hazards and risks are systematically identified and appropriate measures implemented to prevent and improve those hazards and risks.</p>
<p>Kotahitanga Unity amongst iwi and other ethnicities, standing as one</p>	<p>Te Wānanga o Aotearoa recognises the importance of 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>2.12 Ensure all kaimahi and unions have the opportunity to participate in the development of vessel safety practices, and that all relevant documentation relating to vessel safety issues are made available to all kaimahi.</p>

TWOA Values	Principles
	2.13 Ensure all workplace incidents, accidents and notifiable events, are reported within the legislative timeframes and investigate causes to improve and prevent reoccurrence.

3.0 Whānuitanga

This tikanga whakahaere applies to all Governance, kaimahi and taura of Te Wānanga o Aotearoa that are involved in all activities that utilise waka ama, waka tangata, waka kopapa and safety boats.

4.0 Whakamāramatanga

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

Term	Description
Kaimahi	A Kaiako, Programme Co-ordinator, Kaiāwhina or Contractor. Kaiako and/or Programme Co-ordinators deliver at least one Performance Criteria. This includes tutors/instructors whom are contracted (paid or unpaid) by Te Wānanga o Aotearoa to deliver or lead activities or sessions. A Kaiāwhina assists with the programme but does not deliver performance criteria. This includes Te Wānanga o Aotearoa staff members and non-staff members. A Contractor is contracted to supply services for Te Wānanga o Aotearoa.
Personal Flotation Device (PFD)	A piece of equipment designed to assist a wearer to keep afloat in water. A PFD is also referred to as a life jacket, life preserver, life saver or buoyancy aid.
Safety Boat	The safety boats are motorised support vessels which are registered and operate under the Specified Limits Plan of Maritime NZ. These boats are operated by certified operators and are guided by the operating limits set by the Waka Safety Manual.
Specified Limits Plan	Describes the operation and identifies the area of operation of our vessels close to the shoreline. The plan outlines the safety requirements and responsibilities of the people involved in the operation.
Taura	Any student enrolled in a Te Wānanga o Aotearoa programme.
Vessel	The definition of vessel includes waka ama, waka tangata, waka kopapa and safety boats.
Waka Ama	This canoe is paddled and comprises of a single hull kept upright by the attachment of an outrigger (ama) to the left side of the hull by way of cross- bars (kiato). This vessel comes in one, two, three, four and six person configurations. A twelve person configuration is achieved where two six person hulls are attached by cross beams (kiato).
Waka Tangata	This canoe is paddled and distinguished by its carved bow (tauihu)

Term	Description
	and stern (taurapa). It can accommodate up to 24 people (depending on maximum capacity of the waka tangata), including the steerer and the captain.
Waka Kopapa	This canoe is paddled and comprises of a single shallow hull. The vessel accommodates for up to six personnel. These canoe have the capacity to leap over hurdles.
Te Wānanga o Aotearoa	Includes Te Wānanga o Aotearoa and 100% owned and controlled entities.

5.0 Ngā Hononga

The following tikanga whakahaere applies to this tikanga whakahaere:

- Health and Safety (Te Marupainga)

The following references apply to this tikanga whakahaere:

- Privacy Act 1993
- Human Rights Act 1993
- Maritime Transport Safety Act 1994
- Employment Relations Act 2000
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Land Transport Management Amendment Act 2008
- Worksafe New Zealand Act 2013
- Health and Safety at Work Act 2015
- Health and Safety in Employment General Risk and Workplace Management Regulations 2016
- Specified Limits Plan in accordance with Maritime NZ
- Te Wānanga o Aotearoa Waka Safety Manual