

Policy Owner	Board	Version no.	V3
Version issue date	October 2023	Original issue date	15 th February 2019
Review date	October 2025		

Purpose and Aims

This Health and Safety Policy expresses our commitment to health and safety in the workplace and gives effect to our Health and Safety strategy.

The purpose of this policy is to evidence Apprentice Training New Zealand 2010 Trust's (ATNZ's) commitment to:

- providing and maintaining a positive healthy, safe, and wellbeing-focused workplace and learning environment for all workers and learners (including contractors and visitors).
- remove (and if not possible to remove, to reduce) the risks to the health, safety and wellbeing for all workers and learners including contractors and visitors, and to anyone else who may be affected by ATNZ's business operations to the extent that activity is within ATNZ's influence and control.

This policy works in conjunction with our obligations under the Health and Safety at Work Act 2015, and all other relevant law.

ATNZ acknowledges that ATNZ workers and learners are often under the immediate direction and control of third parties where ATNZ does not have the most influence and control; therefore, applies a collaborative approach with these parties to ensure health and safety obligations and responsibilities are accomplished.

ATNZs commitment to workplace health and safety

We undertake to eliminate all risks to health and safety where reasonably practical, and where it is not possible to eliminate the risk, we will take active steps to minimise it. Administration of health and safety will be monitored by the Health and Safety Manager.

To meet our commitment to workplace health and safety, we will apply all reasonable efforts to:

- Comply with all current and relevant employment and health and safety legislation, regulations, standards, and codes of practice
- Take all reasonably practicable steps within ATNZ's influence and control to ensure the health, safety and wellbeing of our people at any of our premises or any premises where our people or learners are working
- Agree measurable health and safety objectives and targets aimed at ensuring continued improvement of health and safety in the workplace
- Provide information and training in health and safety to enable all our people and learners to work safely
- Consult and engage with our people and ensure that everyone at ATNZ is encouraged to participate in health and safety initiatives and the development and maintenance of health and safety systems
- Encourage our people to report the things that concern them, including telling us if they are experiencing work related issues affecting their wellbeing, such as stress, so we can address them
- Encourage our people and learners to identify and actively control significant health and safety risks in the workplace, to provide a work environment where hazards are proactively managed
- Accurately report, investigate and record incidents and injuries to ensure all contributing factors are identified, understand what we could do differently and, find solutions to stop them happening again
- Actively support our people where possible, if they require rehabilitation to recover from a workplace injury or ill-health and support an early return to work of injured workers
- Ensure our leaders are accountable for health and safety and are competent to lead successfully
- Empower anyone working for ATNZ to stop any activity if they believe it to be unsafe to themselves or others
- Provide a work and learning environment that is free from bullying, harassment and discrimination
- Regularly monitor and review health and safety practices and management procedures ensuring it is current and relevant, giving a systematic approach for continuous improvement.

Workplace health and safety is a shared responsibility of every worker and learner including contractors and visitors and everyone is responsible for ensuring their own health and safety, and the health and safety of others. This means you will:

- Work or learn in a safe and responsible manner, and not in any way that places you or others in a position of risk to safety or health
- Comply with safe work practices and methods and any reasonable instruction and direction given for health, safety and wellbeing
- Wear all appropriate personal protective equipment
- Assist in identifying hazards, assessing risks and the implementation of control measures in the workplace
- Attend regular health and safety training
- Report any event, incident, injury or illness (however minor) including near misses
- Not misuse or interfere with any plant, equipment, vehicles or any other materials provided for health and safety purposes.

Signed:

Date: 24-Oct-2023



Fiona Kingsford ATNZ
Trust Chair