# Health and Safety Policy

## Purpose

1.1 The Senior Management of the Blind Foundation is committed to achieving excellence in health and safety management. The aim is to promote wellness and provide a safe working place for employees, members, contractors and visitors.

## Policy

2.1 To ensure a safe and healthy work environment, the Blind Foundation and Senior Management are committed to:

* + 1. Providing leadership, examples and commitment to health and safety policy and objectives;

* + 1. Ensuring appropriate resources are allocated to health and safety;

* + 1. Setting health and safety objectives and performance criteria for all employees and annually review health and safety objectives and managers’ performance against the objectives;

* + 1. Practicing accurate and timely reporting and recording of all incidents and injuries, and investigate all reported incidents and injuries to ensure all contributing factors/trends are identified and, where appropriate, plans are formulated to take corrective action;

* + 1. Actively encouraging the early reporting of any pain or discomfort and provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work for injured employees;

* + 1. Identifying all existing and new hazards and take all practicable steps to eliminate or minimise the exposure to any hazards deemed to be significant;

* + 1. Ensuring that all employees, visitors, and those who have business with the Blind Foundation are made aware of the hazards in their work area and are adequately trained to enable them to function in a safe manner;

* + 1. Encouraging employee consultation and participation in all matters relating to health and safety;

* + 1. Promoting a system of continuous improvement, including an annual review of policies and regular review of procedures; and

* + 1. Meeting obligations under the Health and Safety at Work Act 2015 and any relevant amendments, regulations, Codes of Practices, Standards and Guidelines.
		2. Identifying and minimising stress risk.

* 1. Every employee, member or person with business at the Blind Foundation is expected to share in the commitment to this policy.

* 1. Every person has a responsibility for the health and safety of employees, and visitors working under their direction.
	2. Employees are responsible for bringing to the attention of their manager any instances of work stress

* 1. Each employee, visitor or person with business at the Blind Foundation is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:

* Ensuring that no action or inaction causes harm to another person;
* Following all safe work procedures, rules and instructions
* Properly using all safety equipment and clothing provided
* The early reporting of any pain or discomfort;
* Taking an active role in the Blind Foundation’s treatment and rehabilitation plans, to ensure an early and durable return to work; and
* Ensuring that all accidents, incidents and unsafe conditions are reported to the appropriate person.

2.6 The Health and Safety Committee includes representation from senior management and union and elected health and safety representatives. The Committee is responsible for implementing, monitoring, reviewing and planning health and safety policies, systems and practices. As appropriate there will be health and safety representation at each of the Blind Foundation’s offices throughout New Zealand.

## Audience

* 1. This policy applies to all employees, volunteers, contractors, visitors or other persons working for the Blind Foundation or present at the Blind Foundation’s places of work. Where employees are working in outside environments such as schools, residential homes or businesses any environment-specific procedures in place should be observed.

## Relevant Legislation

* Employment Relations Act 2000 and any amendments
* Health and Safety at Work Act 2015 and any amendments
* Injury Prevention, Rehabilitation and Compensation Act 2001
* Health and Safety in Employment Regulations 1995
* Occupational Safety and Health (OSH), Standards, Guidelines, Codes of Practice, and Safe Operating Procedures.

## Legal Compliance

* 1. Statutory requirements for employees, visitors or persons with business at the Blind Foundation, are detailed in the above policy statement. It should be noted that in the event of non-compliance criminal penalties can be assigned to individual employees or the Blind Foundation.

Effective **January 2017** , replaces December 2015 version.