

SOUTH WAIRARAPA DISTRICT COUNCIL

20 SEPTEMBER 2017

AGENDA ITEM C4

HEALTH AND SAFETY POLICY (H1300) REPORT

Purpose of Report

To inform Councillors of the recent review of the Health and Safety Policy H1300.

Recommendations

Officers recommend that the Council:

1. *Receive the Health and Safety Policy Report.*
2. *Approve the Health & Safety Policy H1300.*
3. *Agree the next review date should be August 2020.*

1. Executive Summary

The Health & Safety Policy H1300 was due for review in August 2017. The policy now needs approval by Council.

2. Background

Officers and the Health and Safety Committee have reviewed the Health & Safety policy and advised there are no changes required.

3. Conclusion

The Health and Safety policy has been reviewed by the Health and Safety Committee at their August meeting and by the Audit and Risk working party at their September 2017 meeting. Both committees recommend no changes are made to the existing policy.

It is now submitted to Council for their review and approval before circulating to staff for implementation.

Contact Officer: Jennie Mitchell, Group Manager Corporate Support

Reviewed By: Paul Crimp, CEO

Appendix 1 – Health and Safety Policy H1300



Health & Safety Policy

1. Vision:

Everyone who works at South Wairarapa District Council goes home healthy and safe.

2. Statement of intent:

Our Council culture supports a safe and healthy workplace. We look after ourselves and each other, our contractors, clients, visitors and members of the general public to prevent them being harmed by work carried out by us or work carried out for us.

3. Our managers will:

Comply

Acquire and keep up to date, knowledge of work Health and Safety matters, regulations, safe operating procedures, best practice to be compliant.

Train

Make available and encourage training in to enhance the level of H&S awareness and improve H&S work practises.

Inform

Ensure staff are informed and aware of their responsibility to promote a safe and healthy workplace in order to prevent harm to themselves or others.

Participate

Engage and consult with staff and contractors in the development of our H&S systems and actively managing H&S and ensure our workers see themselves as part of the solution.

Monitor

Monitor and drive a culture of continuous improvement in creating a healthy and safe workplace.

Report

Promptly and accurately report, investigate, record and learn from all workplace incidents and injuries.

Support

Support workers for a safe early and durable return to work after injury or illness.

Celebrate

Recognise and reward good H&S behaviour.

Our staff will:

Participate

Contribute to the development and implementation of H&S initiatives.

Share their learning

Identify hazards, promptly report incidents or accidents, help with investigations and share ideas to make SWDC a healthier and safe place to work.

Keep safe

Comply with our H&S policies, understand all the hazards our workers and visitors can be exposed to, and how to keep ourselves and others safe.

Our councillors will:

Support

Managers, staff and contractors by ensuring adequate resources provided for Health and Safety.

Comply

Acquire and keep up to date, knowledge of work health and safety matters, regulations, safe operating procedures, best practice to be compliant.

Share their learning

Identify hazards, promptly report incidents or accidents while doing business for council.

Our contractors will:

Partner

Work with us to make our workplaces safe and healthy places to work for everyone.

Report

Promptly report all hazards, incidents or accidents, investigations and share the learning's.