



**SOUTH WAIRARAPA
DISTRICT COUNCIL**

Kia Reretahi Tātau

Health, Safety and Wellbeing Policy

Date of Approval	24 March 2025
Policy Number	PI-ORG-010 (previously H1300)
Next Review	24 March 2027
Business Owner	General Manager, Human Resources and Corporate Services
Document History	10 August 2023 – policy adopted (H1300) August 2017 – policy reviewed (H1300) 19 March 2025 – Policy updated and amended to new format.

HEALTH, SAFETY AND WELLBEING POLICY

Our Vision

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

1. Relevant Legislation

- [Health and Safety at Work Act 2015](#)
- [Health and Safety at Work \(Asbestos\) Regulations 2016](#)
- [Health and Safety at Work \(General Risk and Workplace Management\) Regulations 2016](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
- [Health and Safety at Work \(Worker Engagement, Participation, and Representation\) Regulations 2016](#)
- [Hazardous Substances and New Organisms Act 1996](#)

2. Scope

This policy applies to:

- All workers of SWDC including:
 - Full, part-time and casual employees
 - Contractors
 - Volunteers
- Elected and Appointed Members

3. Whakataukī

He aha te mea nui o te ao?

What is the most important thing in the world?

He tāngata, he tāngata, he tāngata

It is the people, it is the people, it is the people

4. Policy Statement

South Wairarapa District Council (SWDC) is committed to fostering a culture of health, safety and wellbeing and providing healthy and safe workplaces for all its employees, contractors, clients, visitors, and members of the public. We recognise our primary duty of care under the Health and Safety at Work Act 2015 (the Act) as a person conducting a business or undertaking (PCBU) and are committed to ensuring that we meet all obligations under the Act and relevant regulations. We will comply with all relevant approved Codes of Practice, Standards and Guidelines.

SWDC actively encourage engagement, participation and consultation with all workers and unions to contribute to an effective and proactive health and safety management system. All reasonably practicable steps will be taken to manage risks to the health, safety, and wellbeing of all workers and other people in council workplaces and operations.

The arrangements SWDC uses to achieve this commitment are detailed in the Health, Safety and

Wellbeing Framework.

5. Responsibilities

Detailed responsibilities are listed in the Health, Safety and Wellbeing Framework. Overarching responsibilities include:

5.1. Management and Leadership

Council's Management and Leadership will:

- Provide and maintain a safe and healthy working environment.
- Ensure that good health and safety practices are an integral part of our operations and that adequate resources are allocated to enable healthy and safe work.
- Ensure clear and well understood health and safety responsibilities are defined, as outlined in the Health Safety and Wellbeing Framework.
- Ensure that all workplace hazards and their associated risks are identified, assessed, controlled, and reviewed to ensure the most effective protections are in place.
- Demonstrate management's commitment through visible leadership; an understanding of health and safety management principles; and providing appropriate resources, training and supervision.
- Promote work-life balance and ensure appropriate workloads and hours of work are achievable
- Promote a caring culture of responsibility and accountability at all levels within Council.
- Foster psychologically safe environments where people are included and respected.
- Seek continuous improvement to health and safety systems.
- Work with staff to prevent injury and harmful health or wellbeing impacts in the workplace. This includes encouraging workers to report any injuries, incidents, near miss, pain or discomfort as soon as possible and supporting the safe and early return to work of employees following injury or illness.
- Encourage & support worker engagement, participation and consultation on health and safety matters.
- Manage contractors and volunteers in line with the process set out in the Framework, and through developing effective relationships with open communication to ensure we are all working towards a common best-practice goal.

5.2. Elected and Appointed Members

Elected and Appointed Members will:

- Acquire and keep up to date with, knowledge of health and safety matters in the Council workplace

- Ensure adequate resources are provided to manage Council's health and safety risks
- Identify hazards and promptly report incidents or accidents while doing business for council

5.3. All Staff, Contractors and Volunteers

All Staff, Contractors and Volunteers will:

- Take all reasonably practicable steps to ensure their own safety at work and not cause harm or create hazards to other persons and encourage others to do the same.
- Actively contribute to hazard identification and risk management and immediately report any identified hazards.
- Follow all safe work practices, procedures, guidelines and controls.
- Report all accidents, injuries, pain or discomfort and near misses immediately, or as soon as practicable, including damage to property and equipment.
- Actively participate in health and safety initiatives and participate in meetings and training.

6. Review

This policy will be reviewed every two years.

Last review: March 2025.

Next review: March 2027.

Signatures of Commitment

Janice Smith (SWDC CE)

Signed:



Date: 16/04/2025

Paul Gardner (Group Manager, Corporate Services)

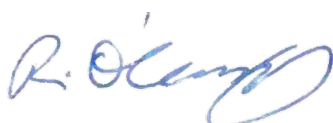
Signed:



Date: 22/04/2025

Russell O'Leary (Group Manager, Planning and Regulatory)

Signed:



Date: 22/04/2025

Stefan Corbett (Group Manager, Infrastructure and Community Operations)

Signed:



Date: 22/04/2025