

Health and Safety Policy

Purpose

The purpose of this policy is to ensure that Te Whare Wānanga o Wairaka / Te Pūkenga trading as Unitec (Unitec) provides the very best health and safety practice, providing a healthy, safe working and learning environment where all kaimahi (staff) members, ākonga (students/learners), contractors and manuhiri (visitors) understand their responsibilities with respect to Health and Safety at Unitec, and in turn help set their expectations of Unitec.

Unitec acknowledges Te Tiriti o Waitangi (the Treaty of Waitangi) is the founding document of Aotearoa (New Zealand) and is committed to giving effect to Te Tiriti o Waitangi in all our activities – governance, management, and operations, as we deliver inclusion and equity for and with Māori. Unitec acknowledges the great importance of this living, dynamic document, and that this policy needs to be supported by an approach, information and resources designed with and for Māori.

Definitions

Ākonga (Student/Learner)	Any person enrolled on a course or programme of study with Unitec
Kaimahi (Staff member/Worker)	Any person who carries out work at Unitec including work as an employee, contractor, subcontractor, employee of a contractor or sub-contractor, employee of a labour hire or temporary agency company who has been assigned to work at Unitec, or a volunteer worker
Manuhiri (Visitor/Guest)	Any person who is a visitor or guest to Unitec

Scope

This policy applies to all persons including kaimahi members, ākonga, contractors or manuhiri at all times when they are physically on any Unitec Campus or facility or engaged in any Unitec activity.

Policy Statements

Unitec believes that workplace injuries and illnesses are preventable and is committed to providing a healthy and safe environment for kaimahi, ākonga, contractors and manuhiri at each of our campuses.

As part of this commitment, Unitec will comply, as a minimum, with all current health and safety legislative requirements and work towards industry good practice - taking every reasonably practicable step to eliminate all preventable incidents, injuries, and workplace related illnesses.

We will also work to ensure all our ākonga leave Unitec with a clear understanding and commitment to health and safety good practice.

Health and Safety is the responsibility of all kaimahi and is an essential element in attaining both the Te Pūkenga and Unitec's Strategic Plan. All kaimahi, at all levels of the organisation, have a responsibility to lead and promote the management of health and safety in their workplace and to ensure that no action or inaction creates an undue risk to the health and safety of themselves or others.

Unitec will strive to ensure that:

- Health and safety good practice is integrated into its day-to-day operational, management and teaching practices.
- When ākonga leave Unitec, they do so as champions of health and safety good practice.
- We continually improve health and safety management through consultation, practice, and review with key internal stakeholders, for example Health and Safety Representatives, the Student Council, and external stakeholders, for example, unions and industry partners.
- All reasonably practicable steps to identify and manage areas of risk are taken.
- All Unitec kaimahi are competent at carrying out our activities through access to information and having sufficient training, experience, supervision, and monitoring to perform their duties in a safe and efficient manner; and
- All contractors and sub-contractors and their employees undertaking work for Unitec comply with health and safety policy and procedures.
- We provide the necessary assistance to enable employees to remain at work or achieve an early return to work following injury or illness, as appropriate, and where sustainable and reasonably practicable.



Peseta Sam Lotu-liga

Acting Executive Director
January 2023

Associated Procedures

TBA

Reference Documents

- Te Pūkenga Wellbeing and Safety Policy – the national policy adopted by Te Pūkenga is intended to be an overarching policy that applies to all business divisions of Te Pūkenga during the transition phase, this includes, Te Pūkenga trading as Unitec. The policies and procedures of Unitec will continue to apply to the operations of the business to the extent they are consistent with this policy.
- Health and Safety at Work Act 2015
- Unitec Health and Safety Procedures

Approval Details

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Version History (Amendments made to this version)	<p>Date of amendment/s:</p> <ul style="list-style-type: none"> November 2009 November 2013 May 2016 October 2018 January 2023 	<ul style="list-style-type: none"> Formal development of policy Update to policy – minor wording changes Update to policy – minor wording changes Reviewed with no changes and approved by Interim Chief Executive Reviewed with minor wording changes and approved by Acting Executive Director 	
Consultation Scope:	<p>Key stakeholders consulted in the review of this policy:</p> <ul style="list-style-type: none"> ELT, Te Pūkenga Council, HS Committee 		
Approval authority:	Te Pūkenga Council	Date of Approval	January 2023
Policy Sponsor (May have authority to approve minor amendments)	Acting Executive Director	Policy Owner:	People and Culture Lead
Contact Person	Health & Safety Manager	Date of Next Review	September 2024