

# Policy

Part A: Safety and Wellbeing  
 Number: OP-17/03 (A)

<b>Policy Owner:</b>	Safety and Wellbeing Manager	<b>Date Approved:</b>	April 2017
<b>Category:</b>	Operational	<b>Date Last Revised:</b>	n/a
<b>Refined category:</b>	Human Resources	<b>Next Review Date:</b>	Transitioning to Te Pūkenga
<b>Authorised by</b>	Chief Executive		

*Te Pūkenga is currently creating their national policy framework. As per the [grandparenting policy](#) any gaps in policy while the framework is being formalised will be addressed by the existing policy at this business division (Te Pūkenga ki Waikato). Unless a policy or procedure is identified as a risk to ākonga, kaimahi and Te Pūkenga, all existing Te Pūkenga ki Waikato policy will remain current until they are replaced or reformed under Te Pūkenga's policy framework. Where risk is identified the policy and or procedure will be reviewed by the appropriate business division policy manager.*

## Safety and Wellbeing

### 1. Purpose and Scope

Wintec works towards a safe, sustainable, innovative safety and wellbeing culture that improves the safety and wellbeing of the Wintec community and those who interact or engage with our environment and the services we provide.

The policy has been developed to reduce the number and seriousness of health and safety incidents and that everyone recognises their responsibility and their role in safety and wellbeing. We strive to lead the sector in safety and wellbeing best practices, through the engagement of a strong safety and wellbeing culture.

We will create a learning environment and organisational culture that enhances the health, wellbeing and sustainability of our community and enables people to achieve their full potential.

This policy applies to all staff, contractors, consultants or any other person lawfully on Wintec premises or engaging in work or representing on behalf of Wintec. International jurisdictions controlled by other authorities Wintec staff will need to follow this policy in their accountabilities to Wintec and the requirements of the country in which they are operating.

### 2. Policy Statement

- Wintec is committed to ensuring that its safety and wellbeing practices reflect good practice. We commit to governance and compliance systems and make safety and wellbeing a core part of every activity ensure everyone goes home healthy and safe today and every day.

It is the policy of Wintec, so far as is reasonably practicable, to protect the safety and wellbeing of all workers, students and people on site and representing Wintec elsewhere; and to act in compliance with our legal obligations, including New Zealand standards and relevant codes of practice.

We believe that:

- Zero harm—cause no harm through action or inaction to
- Effective safety and wellbeing practice supports our values-driven culture.
- Engagement in safety and wellbeing is beneficial to all involved with Wintec

Our leaders affirm that safety and wellbeing legislation establishes a minimum requirement and demonstrate a willingness to exceed these in the delivery of strategies, initiatives and processes.

# Policy

Our safety culture will be built on trust, with a no-blame approach to managing safety and wellbeing. Safety is everyone's responsibility and an integral part of what we do.

We will provide an environment that recognises wellbeing is created and lived by people within the settings of their everyday life; where they learn, work, and play.

Our culture engages with and delivers leading health and safety practices. We will promote and ensure industry relevant competencies and capabilities in order to deliver best practice which will integrate safety and wellbeing processes.

We will ensure health and safety compliance while offering a work environment which supports creativity and innovation.

To ensure a safe and health working and learning environment we will:

- Maintain and continually improve safety and wellbeing management systems and processes.
- Take all reasonably practicable steps to ensure the safety and wellbeing of staff, students, contractors and others at Wintec, by proactively identifying and managing hazards, risk and unsafe behaviours.
- Evaluate and recognise the safety and wellbeing performance of staff, students and contractors.
- Maintain a commitment to consult with and actively promote participation and engagement by all members of the Wintec community and their representatives, including unions, in developing skills, knowledge and resources to maintain a healthy and safe environment.
- Provide supportive return to work/study rehabilitation practices.
- Design, construct and operate campus facilities so they protect people and property.
- Comply with relevant legislation, regulations, codes of practice and industry standards.
- Where Wintec engages another organisation to work at or for Wintec, consult and coordinate with the organisation in relation to safety and wellbeing and provide them with this Policy.
- Establish safety and wellbeing objectives which will be reviewed each year through the Safety and Wellbeing strategy and My Plan processes.
- Require accurate reporting, notification and timely investigation of all injuries and incidents.
- Provide training and information necessary to ensuring competency in safety and wellbeing.

## Related Legislation and Wintec Policies

- [Health and Safety at Work Act 2015](#)
- [Privacy Act 1993](#)
- [Human Rights Act 1993](#)
- [New Zealand Bill of Rights Act 1990](#)
- [Health Information Privacy Code 1994 and Commentary \(2008 edition\)](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
- [Hazardous Substances and New Organisms Act 1996](#)

The current version of each of the following Policies can be found on Wintec's [Policy Web](#).

- Wintec International and Domestic Travel Policy
- Wintec Drug and Alcohol Policy
- Wintec Staff Disciplinary Policy
- Wintec Student Complaints, Concerns and Appeals Policy
- Wintec Vehicle Use Policy
- Wintec Hazard and Risk Management Policy (Currently under review)
- Wintec Employee Health Monitoring Policy
- Wintec Contractor Management Policy
- Wintec Coordinated Incident Management Policy