



**BULLER**  
DISTRICT COUNCIL  
Te Kaunihera O Kawatiri

# HEALTH & SAFETY POLICY

COMMUNITY DRIVEN // ONE TEAM // FUTURE FOCUSED // INTEGRITY // WE CARE

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**BULLER DISTRICT COUNCIL**  
HEALTH & SAFETY POLICY  
VERSION ONE  
2017

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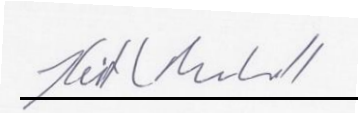
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1	June 2017	Creation of Document (Get Safety)
1.1	March 2018	Approved Version for Release
1.2		

**Approval Authority: Keith Marshall**  
**CEO, BULLER DISTRICT COUNCIL**

Signed:



## 1. HEALTH & SAFETY POLICY

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### Purpose

The Buller District Council is committed to providing and maintaining a safe and healthy work environment for all workers, contractors and visitors who may be affected by our work or come on to our work sites and/or premises.

In our commitment to pursuing excellence in health and safety, we will comply with and meet all requirements as laid out in the Health and Safety at Work Act 2015 (HSWA) and the relevant Regulations and Approved Codes of Practice therein.

### PCBU<sup>1</sup> - Health and Safety Responsibilities (HSWAs36)

#### Primary Duty of Care - to ensure safety of workers

We will ensure, so far as is reasonably practicable:

- The health and safety of workers who work for the Buller District Council (workers or contractors, including their subcontractors or workers) while they are at work in the business or undertaking
- The health and safety of workers whose work activities are influenced or directed by the Buller District Council while the workers are carrying out the work (a contractor)
- That other persons are not put at risk by the work of the business or undertaking (a visitor to the workplace or members of the public who could be affected by a work activity)
- Providing and maintaining a work environment that is without risks to health and safety
- Providing and maintaining safe plant and structures
- Providing and maintaining safe systems of work
- Ensuring the safe use, handling and storage of plant, structures and substances
- Providing adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities
- Providing any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking
- Monitoring the health of workers and the conditions at the workplace for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking

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<sup>1</sup> person conducting a business or an undertaking

### **Officer - Health and Safety Responsibilities (HSWAs44)**

#### **Duty of an Officer (CEO & Elected Members) - to ensure the Buller District Council exercises due diligence to comply with the HSWA**

An officer will exercise care and diligence, taking reasonable steps to:

- To ensure that the Buller District Council has, and implements, processes for complying with any duty or obligation of the Buller District Council and its Officers under this Act
- Acquire, and keep up to date, knowledge of work health and safety matters;
- Gain an understanding of the nature of the operations of the business or undertaking of the Buller District Council and generally of the hazards and risks associated with those operations;
- To ensure that the Buller District Council has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking;
- To ensure that the Buller District Council has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and
- To verify the provision and use of the resources and processes referred to above.

### **Managers and Team Leaders - Health and Safety Responsibilities (HSWAs30)**

#### **Department managers and team leaders being responsible for the safety, health and working conditions of all workers under their control, are required to:**

- Ensure that where significant hazards are identified in the work place to which workers and others are potentially exposed, those hazards are isolated, removed or minimised where the hazards are:
  - In their place of work; or
  - Near their place of work and under the employer's control.
- Observe and enforce the relevant acts and regulations that apply to working conditions in industry;
- Ensure that plant used by any worker at work is so arranged, designed, made and maintained that it is safe for the worker to use;
- Undertake to provide a safe and healthy working environment for all workers;
- Provide education and instruction in the correct use of all equipment and materials being used in their work area;
- Develop procedures for dealing with emergencies that may arise while workers are at work;
- Provide information on safety and health matters to workers;
- Safe work methods and worker safety is observed and practiced;
- Report work hazards as they are observed;
- Coordinate health and safety engagement with all selected contractors utilised within their department;
- Report and record workplace injury and incidents and applying corrective action; and
- Any person who falls ill or is injured at work will be given the full support and assistance to ensure an early and durable return to work.

### **Workers - Health and Safety Responsibilities** (HSWAs45)

**Workers are expected to willingly co-operate in the objectives of making this a healthy and safe work place so far as reasonably practicable to ensure they:**

- Take reasonable care for their own health and safety;
- Take reasonable care that what they do or do not do does not adversely affect the health and safety of other persons;
- Cooperate with any reasonable workplace health and safety policy or procedure that has been notified to workers;
- Comply, so far as reasonably able, with any reasonable instruction given by the Buller District Council, so the Buller District Council can comply with HSWA and regulations; and
- Report all workplace injury and incidents immediately.

All workers are expected to actively participate in our commitment to health and safety and therefore play a vital and responsible role in maintaining a safe and healthy workplace. We encourage you to consult with the union and/or your nominated Health and Safety Representative.