



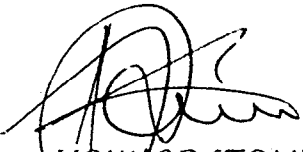
caring about you & your environment

Health and Safety

The Wellington Regional Council is committed to providing and maintaining a safe and healthy working environment for all staff and others as outlined in the Health and Safety in Employment Act 1992. Our aim is to excel in our health and safety performance by ensuring that our health and safety aims are an integral part of our organisational objectives.

We will do this by:

- Developing the best methods and processes to meet our health and safety obligations.
- Making sure that all managers, supervisors, staff, volunteers and contractors understand and are able to meet their responsibilities.
- Identifying, assessing and managing hazards to minimise accidents and incidents in the workplace.
- Providing resources, training and support to meet our health and safety objectives.


HOWARD STONE
General Manager

July 1995

**Utility Services Division
Health and Safety Principles**

1. Commitment to Health and Safety

Duties and responsibilities in accordance with the *Health and Safety in Employment Act 1992* will be refined and defined into specific functions, ensuring all staff know their specific jobs, tasks and duties. There will be divisional commitment through leadership and the allocation of resources to enable effective health and safety planning, implementation, measurement, evaluation and review.

- Principal requirements provided for under *the Health and Safety in Employment Act 1992, the Health and Safety in Employment Regulations 1995* and approved Codes of Practice will be identified and actioned, demonstrating commitment to providing a safe place of work.
- Appropriate human, physical and financial resources will be allocated to enable the implementation of *the Wellington Regional Council Health and Safety Policy* and the *Utility Services Division Health and Safety Plan*.
- Accountabilities and responsibilities of managers and staff will be defined, documented and communicated.

2. Health and Safety Procedures to Guide Direction

Operational procedures are formulated involving staff. These procedures define resources and responsibilities for achieving the Division's overall health and safety objectives, as well as any related legal requirements or ethical standard.

The health and safety procedures developed to date are attached as appendices.

3. Hazard Management

Systems will be developed to manage workplace hazards. Implementation will take place to ensure safe systems of work are maintained.

- principal requirements provided for under *the Health and Safety in Employment Act 1992* and *the Health and Safety in Employment Regulations 1995* in relation to hazard management will be implemented.
- The recognition and evaluation of hazards, along with a transfer of information, will support the awareness and maintenance of the Division's health and safety culture.
- The Division's proactive approach will ensure physical work environments are regularly assessed for potential sources of harm.

4. Consultation

Consultative mechanisms will exist within the Division to enable participation of

employees and their relevant input into the health and safety decision making process.

- Workplace health and **safety** consultation will occur throughout the Division.
- Accurate records will be kept of health and safety issues raised at regular meetings.

5. Training

Documented health and safety procedures identify the level of competence and training necessary to ensure the capability of staff. Reviews of the training programmes will be undertaken to indicate whether the programme needs to be expanded, reduced or modified.

- Principal requirements of *the Health and Safety in Employment Act 1992*, relevant to **training** and supervision, will be identified and implemented.
- Health and **safety** training will be provided to all **staff** involved in the management and implementation of the Division's health and safety system.
- Specific training commensurate to the health and safety risks identified in health and safety procedures will be provided to relevant staff.