

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p>	<p>HEALTH & SAFETY - MANAGEMENT SYSTEMS KEY ROLES AND RESPONSIBILITIES</p>	<p>Policy 5.3.1 Protocol 2</p>
<p>HEALTH & SAFETY PROTOCOL</p>		

STANDARD

Bay of Plenty District Health Board (BOPDHB) will maintain a focus of continuous improvement through a consultative and systematic management approach to health and safety to ensure a safe environment is maintained and compliance with relevant legislation is achieved.

Health and safety is the responsibility of everyone who is employed by, or contracted to the BOPDHB. Systems and procedures have been developed to provide a structure by which health and safety can be managed. These are based on the requirements of the Health and Safety at Work Act 2015 and the ACC Accredited Employers Programme.

All BOPDHB employees will be provided with a reasonable opportunity to be involved, and to have their interests represented, in the management of Health and Safety in the workplace.

It is the responsibility of all employees of the BOPDHB, including the Chief Operating Officer (COO) and Management, to fulfil the intent of the Articles Te Tiriti o Waitangi in the workplace through enacting the following principles:

- *Tino Rangatiratanga:*
actively supporting the self-determination and mana motuhake of whānau, hapū, iwi and kaupapa Māori partners in the design, delivery, and monitoring of health and disability services.
- *Equity:*
ensure all services and programmes are able to demonstrate achievement of equitable health outcomes for Māori.
- *Active protection:*
act, to the fullest extent practicable, to achieve equitable health outcomes for Māori. This includes ensuring that BOPDHB employees and whānau, hapū, iwi and kaupapa Māori partners are well informed on the extent, and nature, of both Māori health outcomes and efforts to achieve Māori health equity.
- *Options:*
provide for and properly resource kaupapa Māori health and disability services. Furthermore, ensure that all health and disability services are provided in a culturally appropriate way that recognises and supports the expression of hauora Māori models of care in particular He Pou Oranga Tangata Whenua.
- *Partnership:*
work in partnership in the governance, design, delivery, and monitoring of health and disability services. Māori must be co-designers, with BOPDHB, of the health and disability system for Māori.

STANDARDS TO BE MET

1. BOPDHB Health & Safety Management System (HSMS)

1.1 Board of Directors

- a) It is the role of directors to provide leadership to the BOPDHB by:
 - Creating expectations and exercise due diligence (as defined in section 44 (4) of HSWA, by holding management to account for meeting them.
 - Driving policy, including the setting the direction for health and safety management and performance.
- b) Directors should:
 - Exercise due diligence on health and safety to ensure that the BOPDHB complies with its health and safety duties and obligations

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- Ensure there is an active commitment and consistent behaviour from the board that is aligned with the organisation’s values, goals and beliefs.
- Have an understanding of control methods and systems so they can identify whether their organisation’s systems are appropriate.
- Understand how to ‘measure’ health and safety performance so they can understand whether systems are being implemented effectively.
- Be prepared to seek advice from industry and health and safety experts as required.

2 Chief Operating Officer (COO)

- 2.1 The COO reports to the Board and its supporting committees and Te Rūnanga Hauora Māori o te Moana a Toi and is in turn supported by the Executive Team (Senior Management). The COO has an overarching responsibility to:
- a) Provide visible health and safety leadership and commitment in accordance with the requirements of the role.
 - b) Provide and maintain a healthy and safe work environment for everyone.
 - c) Ensure, so far as reasonably practicable, that the BOPDHB complies with its health and safety management/compliance obligations under the Health & Safety at Work Act 2015 (HSWA) or successor legislation.
 - d) Comply with any personal responsibilities under the HSWA or successor legislation, including applicable due diligence obligations.
 - e) Assist the Board to comply with its obligations under the HSWA.
 - f) Provide the Board assurance that proper health and safety management systems are in place to identify and manage, business risks, hazards, incidents and occupational injury or illness.
 - g) Ensure the BOPDHBs Health and Safety Management Systems are regularly monitored and audited to ensure continuous improvement and compliance with the HSWA and ACC Accredited Employers Programme audit standards.

3 Managers (including Senior Management)

The following are specific management roles and responsibilities to health and safety and managers’ performance relating to these duties will be reviewed annually as part of their regular performance evaluations. All managers are expected to achieve the following outcomes to the level appropriate to their position:

- 3.1 Provide health and safety leadership and commitment in accordance with the requirements of the role.
- 3.2 Promote a culture of safety and openness within BOPDHB.
- 3.3 Ensure a healthy and safe work environment for everyone, including a work environment that is culturally safe and free from bias and racism.
- 3.4 Ensure the health and safety of all employees and non-employees in the workplace.
- 3.5 Actively promote health and safety to ensure compliance of the BOPDHB’s Health and Safety Management Systems, the HSWA and to ensure the BOPDHB maintains tertiary ACC Accredited Employers Programme status.
- 3.6 Ensure that hazards and the subsequent risks within their relevant area are identified, understood, assessed, recorded and appropriately managed.

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- 3.7 Monitor and actively support the recovery-to-work process for staff who are unable to perform their normal duties due to workplace injuries / illness (including early pain and discomfort reports).
- 3.8 Understand incident reporting procedures and ensure all accidents and incidents are accurately reported and recorded in the BOPDHBs incident management system (Datix) in a timely manner, and when necessary investigated.
- 3.9 Ensure outstanding workplace incidents and corrective actions for the relevant area of responsibility are closed out within the prescribed timeframes.
- 3.10 Actively lead and participate in safety initiatives / discussions with staff i.e. safety talks, H&S meetings, safety observations and inspections.
- 3.11 Ensure all people undertaking work for the BOPDHB including employees, contractors and volunteers are appropriately inducted, trained and competent to perform their work and understand their health and safety responsibilities, and training records are accurately maintained.
- 3.12 Ensure all plant, equipment, PPE, work processes and resources used in the performance of the work activities are suitable for their intended purposes, meet safety requirements and able to be safely operated or used.
- 3.13 Ensure active engagement, involvement and consultation with key stakeholders including employees, Health and Safety Representatives and Māori and Union representatives.
- 3.14 Ensure the BOPDHBs Health and Safety Management Systems are regularly monitored and audited to ensure compliance and continuous improvement.

4 All BOPDHB Employees have a responsibility to:

- 4.1 Take reasonable care of their own health and safety and reasonable care that others are not harmed by something that they do or don't do.
- 4.2 Comply with relevant legislation and follow safe work practices, policies / procedures / protocols, instructions and rules relating to health and safety to ensure their health and safety and the health and safety of others in the workplace.
- 4.3 Assist in the identification and accurate / timely reporting of health and safety hazards, risks and concerns that could cause serious harm to their Line Manager and record the event in the Incident Management system in a timely manner. Eliminate hazards in the first instance if possible.
- 4.4 Accurately report all workplace events (injuries, illnesses, incidents and near misses including the reporting of early pain and discomfort incidents) to their Line Manager and record the event in the Incident Management system in a timely manner.
- 4.5 Undertake work for which they have been appropriately trained and are competent to do (unless closely supervised by someone with such qualifications, skills and/or experience), and complete mandatory health and safety training requirements and updates as required.
- 4.6 When required, use personal protective clothing and safety equipment correctly, appropriate to the task being undertaken.
- 4.7 Have an opportunity to offer their collective knowledge, skills and experience on matters relating to health and safety.

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4.8 When engaging contractors ensure the contractor is approved to work for the BOPDHB and is appropriately inducted.

5 Volunteers and Students:

- 5.1 Take reasonable care of their own health and safety and reasonable care that others are not harmed by something that they do or don't do
- 5.2 Will complete an appropriate induction and orientation prior to commencing with the BOPDHB and are required to comply with relevant Health and Safety legislation including Acts, Regulations, Codes of Practice, Industry Standards, BOPDHB Health and Safety policies, protocols and safe operating procedures.

6 Contractors

Approved / appointed by the BOPDHB to undertake work on BOPDHB sites are made aware they are responsible for:

- 6.1 Taking reasonable care of their own health and safety and reasonable care that others are not harmed by something that they do or don't do
- 6.2 Complying with the relevant Health and Safety legislation including Acts, Regulations, Codes of Practice, Industry Standards, BOPDHB Health and Safety policies, protocols and safe operating procedures as provided as part of the contract agreement. This will include current licences, permits, qualifications and other safety requirements detailed in the contract.
- 6.3 The preparation, implementation and maintenance of occupational health and safety management plans for work directly under their control. This must include risk assessment, hazard identification and hazard control.
- 6.4 Undertaking a health and safety induction prior to starting any contract work.
- 6.5 Undertaking required performance monitoring/assessment procedures initiated by the BOPDHB.

7 Health and Safety Representatives (H&S Rep)

7.1 The role and responsibilities of H&S Reps are outlined in the BOPDHBs Worker Participation Agreement and the Health and Safety Representative Manual.

8 Department / Ward Manager

Each Department / Ward Manager in consultation with their workers and H&S Rep will:

- 8.1 Identify and establish effective means for promoting health and safety within the department/ward.
- 8.2 Inform and consult with staff on all changes to the HSMS that affect their workplace and actively involve them in health and safety initiatives.
- 8.3 Ensure that hazards and the subsequent risks within their relevant area are identified, understood, assessed, recorded and appropriately managed.
- 8.4 Identify Health and Safety information including hazards and their controls, obtain relevant information and make this available during the meetings and on noticeboards.

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- 8.5 Set timetables for the completion of each phase of the development and implementation of any H&S initiatives.
- 8.6 Each Manager of a department or ward is to ensure they have an effective Health & Safety Annual Plan that is monitored monthly in conjunction with the H&S Rep in the format prescribed.
- 8.7 Department Managers, in consultation with H&S Reps, will investigate and report health and safety issues and identify actions and objectives via the Risk/Hazards Register and if not resolved, by representation at the Health and Safety Operations Group.
- 8.8 Department Managers will monitor their direct reports compliance with BOPDHB mandatory training and where necessary intercede and ensure their direct reports complete the required training and re-training when due.

9 Health and Safety Manager / will deliver:

- 9.1 A shared vision and commitment towards having an industry leading health and safety culture at all levels of the organisation.
- 9.2 The development and execution of strategies to move towards a resilient health and safety culture.
- 9.3 Close and supportive relationships with business units ensuring best practice health and safety management is championed and prioritised.
- 9.4 Regular and applicable updates for new and/or changes to relevant health and safety legislation (acts, codes of practice and WorkSafe NZ guidance material).
- 9.5 A robust risk management process, monitoring those risks within their relevant area are identified, understood, assessed, recorded and appropriately managed.
- 9.6 Support across the organisation improving performance towards getting our people home safely through analysis of leading lead/lag indicators and the development and execution of health and safety strategies.
- 9.7 A regular audit and measure the of performance to ensure we are meeting our own standards and legislative obligations in a timely manner.

10 Health Quality Patient & Service Team will:

- 10.1 Create a shared vision and commitment towards having an industry leading health and safety culture at all levels of the organisation, in conjunction with equitable and safe access to appropriate care for patients.
- 10.2 Support health and safety in the management of incidents by working collaboratively.
- 10.3 Provide guidance in the use of the Incident Management system, including effective reporting, inclusive investigations, and follow up actions of recommendations.
- 10.4 Provide guidance and teaching in Incident Management system data gathering and dashboard.

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11 Bipartite Advisory Group (BAG)

- 11.1 To ensure constructive engagement between the BOPDHB and Unions based on the principle of good faith. Constructive engagement will relate to strategic matters and two-way information sharing.
- 11.2 This forum reflects the national BAG at a local level and to escalate issues to national BAG where these have wider impact across DHBs.
- 11.3 To provide a forum for BOPDHB, Union delegates and officials to promote increased staff engagement and maximise the opportunity of DHB projects and activities to be successful.

12 Health and Safety Operations Group (HSOG)

- 12.1 The role, responsibilities and membership of the HSOG are outlined in the BOPDHB Worker Participation Agreement and applicable Terms of Reference.

13 Health and Safety Advisory Group (HSAG)

- 13.1 The role, responsibilities and membership of the HSAG are outlined in the BOPDHB Worker Participation Agreement and applicable Terms of Reference.

14 External Consultants / Specialists will provide:

- 14.1 Advice on the impact of legislative compliance.
- 14.2 Specialist advice on compliance to relevant legislative areas (machine guarding, hazardous substances).

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board Health and Safety controlled documents
- Bay of Plenty District Health Board Incident Management System
- BOPDHB Worker Participation Agreement
- Health and Safety Operations Group – Terms of Reference
- Health and Safety Advisory Group – Terms of Reference
- Bipartite Group – Terms of Reference
- Health and Safety Representative Manual
- Clinical Governance Framework

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