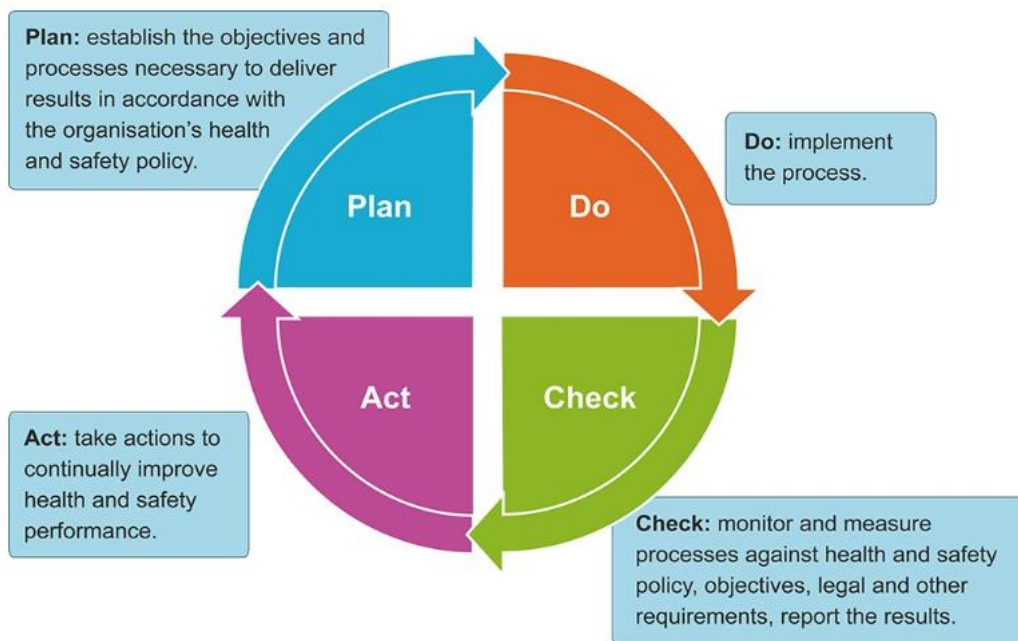


STANDARD

The Bay of Plenty District Health Board (BOPDHB) will comply with the Health and Safety at Work Act 2015 (HSWA) and amendments; and is committed to continuous improvement of its Health and Safety Management Systems (HSMS) by ensuring a systematic approach to health and safety is maintained regarding planning, review and evaluation, thus ensuring the effectiveness of the HSMS.

The BOPDHBs HSMS utilises the Plan-Do-Check-Act framework as the methodology for continuous improvement, with the aim of achieving a better balance between the behavioural and systems aspects of health and safety management in the workplace. This framework is demonstrated in the diagram below:



OBJECTIVE

The objective is to ensure that the BOPDHB has an established sustainable health and safety framework to develop, maintain and promote a safe working environment. The BOPDHB will set the Health and Safety Strategy / Framework, monitor its SMART objectives and targets against performance and undertake regular planning, reviews and evaluation of its HSMS to ensure effectiveness, maintain compliance and to ensure continuous improvement opportunities are identified, and where appropriate, implemented.

The **Health and Safety Management Systems** include, but are not limited to:

1. We Plan by:

- 1.1. Having a formal published Health and Safety Policy / Statement.
- 1.2. Setting the annual Health and Safety Strategy/Framework.
- 1.3. Setting the annual Health and Safety Plan (SMART objectives and targets).
- 1.4. Having formal published up to date health and safety documentation, protocols and procedures.

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2. We Do this by:

- 2.1 Having collaborative health and safety workgroups that meet regularly.
- 2.2 Actively engaging, involving and consulting with key stakeholders including employees, Health and Safety Representatives, and Māori and Union partners.
- 2.3 Ensuring all people undertaking work for the BOPDHB and volunteers are inducted, trained and competent to perform their work and understand their health and safety responsibilities.

3. We Check our performance by:

- 3.1 Conducting regular internal and external audits.
- 3.2 Measuring our performance against the SMART annual health and safety objectives and targets.

4. We take Action:

- 4.1 As required, to determine whether the essential principles of our Health and Safety Plan and Policy are being implemented correctly or whether improvements need to be made.

STANDARDS TO BE MET

1. HSMS – Planning, Review & Evaluation

1.1 Health and Safety Strategy / Framework

- a) The Health and Safety Strategy provides the high-level framework that will enable the BOPDHB to build a robust safety culture and maintain ‘A Workplace that is Safe for Everyone’.
- b) The Health and Safety Strategy for the BOPDHB is developed and set annually (refer to the table below), and once approved is appropriately communicated by the Health and Safety Manager.

1.2 Health and Safety End of Year Summary (EOY)

- a) Prior to setting of the next annual Health and Safety Plan, the Health and Safety Manager undertakes a review of the year’s Health and Safety performance. This review is used to reflect and review the performance against the set objectives.
- b) The intention of this review is to ensure that the new Health and safety plans objectives / priorities are realistic, and effectiveness balanced with predicted pressures and challenges for the organisation.

1.3 Health and Safety Plan (SMART Objectives & Targets)

- a) The Health and Safety Plan aligns to the Health and Safety Strategy / Framework.
- b) The Health and Safety Plan for the BOPDHB is set annually (refer to the table below), and is based on SMART objectives and targets, meaning they are specific, measurable, achievable, relevant and time bound.
- c) The health and safety objectives and targets will be appropriate to the size and type of DHB and relevant to identified hazards and risks.
- d) The Health and Safety Manager is responsible for annually setting and regularly reviewing/updating the health and safety objectives and targets for review / final sign-off in consultation and feedback with the health and safety workgroups. The process for setting and reviewing/updating the health and safety objectives and targets includes, but is not limited to:
 - i. Ensuring there is continuation of progress on the health and safety

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- objectives and targets.
- ii. Consideration if each of the current objectives and targets are still appropriate and relevant.
- iii. All objectives and targets meet the SMART criteria.
- iv. Completed objectives and targets are removed.
- v. Consideration if new objectives and targets need to be developed and added.
- vi. The allocation of responsibilities and resources required to achieve the objectives and targets.
- vii. The outcome measurement method;
- viii. The timeframe for completion;
- ix. Consultation with key stakeholders to ensure consideration is given to the previous years' health and safety performance, outcomes and areas of concern;
- x. A decision on the forum for employees to provide feedback into the setting of health and safety objectives and targets.
- e) Following approval of the objectives and targets, the Health and Safety Manager will ensure the health and safety objectives and targets are communicated and implemented.
- f) Progress is reported to the Executive Committee and the Board monthly via the Health and Safety Report and is an agenda item at the Health and Safety Advisory Group meetings.

1.4 Internal Health and Safety Workgroups

- a) The BOPDHB has designated health and safety workgroups (which include management, employee and Māori and Union representatives) in the organisation with elected Health and Safety Representatives (H&S Reps) working with the Managers and employees across all areas of the organisation, thus contributing to the effectiveness of the HSMS.
- b) These designated workgroups ensure compliance and continuous improvement of the BOPDHBs HSMS by undertaking regular informal checks, conducting internal and external audits, and when required employing internal or external health and safety specialists to respond to new or significant changes in requirements, and having specific timeframes for conducting reviews of the HSMS.
- c) The purpose and responsibilities of these workgroups are outlined in the BOPDHB Worker Participation Agreement, applicable Terms of Reference, Health and Safety Representative Manual and in the BOPDHBs health and safety policies and protocols.
- d) Management engages / consults with employees through the various health and safety workgroups to set the BOPDHBs health and safety objectives and targets, which are outlined in the annual Health and Safety Plan.
- e) The health and safety workgroups allocate responsibilities to ensure the objectives and targets are met.
- f) Management and the health and safety workgroups regularly review the outcomes to ensure the objectives and targets have been achieved. If not, Management and the health and safety workgroups take corrective action to ensure the objectives and targets will be met.
- g) The various health and safety workgroup meetings have specific agendas ensuring that health and safety key topics are discussed, reviewed and

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evaluated on a regular basis, and are accurately recorded in the meeting minutes. Actions relating to these topics, the responsible person(s) and due date(s) are contained within the respective meeting minutes.

1.5 National DHB Health and Safety Hui

- a) The National Health and Safety (H&S) Managers Group exists to support national collaboration in order to drive innovation and continuous improvement in health and safety matters for District Health Boards and promote equity through sharing of expertise and resources.
- b) This group provides a mechanism to enable sector wide engagement with central and other agencies and health sector unions on workplace issues, including WorkSafe, ACC, and the Government Health and Safety Lead (GHSL).

1.6 Health and Safety Legislation, Information and Updates

- a) The BOPDHB strives for excellence in managing its HSMS and ensures that Managers, employees and contractors have access to appropriate and current information pertaining to its business and operations. This is achieved through the Health and Safety Team sourcing and disseminating relevant health and safety information / changes / updates to employees, contractors and Management by way of notices, newsletters, safety alerts, meetings, reports and health and safety policies, protocols and procedures.
- b) The BOPDHB will identify and keep up to date with relevant health and safety information including, but not limited to, relevant legislation, safe work instruments, codes of practice, standards, guidelines and other industry information by:
 - i. regularly checking relevant websites (i.e. WorkSafe NZ, Ministry of Health NZ, NZ Government, MBIE);
 - ii. undertaking internal and external audits;
 - iii. employing internal or external health and safety specialists to respond to new or significant changes in requirements;
 - iv. obtaining information from professional bodies, such as weekly Alert24 email;
 - v. subscribing to relevant publications;
 - vi. attending seminars, briefings and conferences.

This will ensure:

- i. all BOPDHB health and safety policies, procedures and processes are updated and current and comply with the current legislation, regulations, codes of practice, safe work instruments, standards, guidelines and industry information;
 - ii. the BOPDHBs Management and Board are updated via the monthly Health and Safety Report or sooner as required, on health and safety information;
 - iii. all staff and contractors are informed and have access to appropriate and current health and safety information;
 - iv. continuous improvement of the BOPDHBs Health and Safety Management Systems.
- c) In all health and safety workgroup meetings legislation and publications is an agenda item ensuring relevant health and safety information is shared and feedback is sought to verify the relevance to BOPDHB.

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- 1.7 Health and Safety Policy / Documentation / Process - Review
- a) Health and Safety Policy, documentation and processes undertake a full review every 2 years as per the BOPDHB controlled documents policy 2.1.2 Protocol 0, Protocol 2 and Protocol 6) to ensure compliance with relevant health and safety legislation, information and practices.
 - b) The BOPDHB will also undertake a review of relevant areas of its HSMS after:
 - i. a notifiable event (death, notifiable injury or illness or notifiable incident);
 - ii. any changes in legislation, work practices or systems (e.g. changes to business operations, the introduction of new machinery, or the way processes are carried out);
 - iii. Work procedure changes
 - iv. As a result of workplace inspections and investigations
 - v. As a result of results from abnormal health monitoring
 - c) Additional reviews of the HSMS also occur following critical events such as, emergency services attendance on worksites and unplanned evacuations occurring at BOPDHB facilities or workplaces.
- 1.8 Health and Safety Resources
- a) The BOPDHB maintains a reference library of websites, electronic data, publications, legislation, codes of practice, standards, manuals, policies/protocols/procedures/forms, safety data sheets and other relevant health and safety information related to its operations.
 - b) OnePlace is the BOPDHBs intranet and OnePlace enables information sharing and access to service information across the entire organisation.
 - c) The Health and Safety team are responsible for ensuring health and safety information is maintained on OnePlace and referenced in such a way that staff may access it when they are seeking information.
 - d) The following is a list of relevant legislation and websites that are reviewed on a regular basis:
 - i. Health and Safety at Work Act 2015
 - ii. Health and Safety at Work (General Risk and Workplace Management) Regulations 2016
 - iii. Hazardous Substances and New Organisms Act 1996 (HSNO) & Regulations
 - iv. Health and Safety at Work (Hazardous Substances) Regulations 2017
 - v. Health and Safety at Work (Asbestos) Regulations 2016
 - vi. Health Act 1956
 - vii. Building Act 2004
 - viii. Biosecurity Act 1993;
 - ix. Radiation Safety Act 2016
 - x. Radiation Protection Act 1965;
 - xi. Fire Service Act 1975 and Fire Safety and Evacuation of Buildings Regulations 2006;
 - xii. Gas Act 1992 and associated Acts
 - xiii. Electricity Act 1992
 - xiv. Electricity (Safety) Regulations 2010
 - xv. Electricity Industry Act 2010
 - xvi. Employment Relations Act 2000
 - xvii. Accident Compensation Act 2001 & Regulations
 - xviii. Human Rights Act 1993

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- xix. Privacy Act 2020
- xx. Protected Disclosure Act 2000
- xxi. Smoke-free Environments Act 1990
- xxii. Other relevant legislation
- xxiii. WorkSafe NZ
- xxiv. ACC
- xxv. Ministry of Health NZ
- xxvi. NZ Government
- xxvii. Ministry of Business, Innovation and Employment (MBIE)

2. Audits (Internal And External)

The BOPDHB is committed to complying with the Health and Safety at Work Act 2015 and other relevant Acts, Legislation and Regulations.

The BOPDHB is externally audited to ensure the organisation meets these standards and also conducts regular internal audits to ensure compliance.

2.1 Audits - Internal

a) *ACC Accredited Employers Programme (AEP) Self-Assessments*

- i. In order to determine levels of conformance and to ensure the ACC AEP audit standards are met and maintained an annual self-assessment will be completed using the ACC self-assessment audit template.
- ii. The self-assessment is completed by the Health and Safety Team and the health and safety workgroups, every effort will be made to ensure that there is consultation with key stakeholders including employees, Health and Safety Representatives, and Māori and Union partners.
- iii. The annual self-assessment will incorporate both the safety and injury management components (audit elements 1-20) of the AEP requirements.
- iv. This includes the following:
 - Employer commitment to safety management practices;
 - Planning, review and evaluation;
 - Hazard identification, risk assessment and management;
 - Information, training and supervision;
 - Incident and injury reporting, recording and investigation;
 - Employee participation in health and safety management;
 - Emergency planning and readiness;
 - Ensuring the health and safety of employees and others in the workplace; and
 - Workplace observation.
- v. Once the self-assessment is completed a review of the findings from the self- assessment is completed by the Health and Safety Team. A determination is made around assigning responsibilities for any necessary amendments; how this information is reported and disseminated and how the self-assessment findings will be managed, and any issues addressed.

b) *Safety Walks*

- i. To determine the level of legislative and health and safety compliance

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within the BOPDHB workplaces, an annual programme of internal audits is completed which includes, but is not limited to, safety walks undertaken by the Health and Safety Team, H&S Reps and Management.

- ii. A standard audit template is used / completed in relation to these activities and is recorded in the Health and Safety system. Corrective actions are recorded and monitored using various mechanisms (active review, BI dashboards) and are discussed (as required) with Management and at the respective health and safety workgroup meetings as required.
- c) *Housekeeping*
- i. A monthly Housekeeping Checklist is completed to aid in the identification of hazards that could cause harm or have the potential to cause harm in the workplace. The H&S Reps are responsible for ensuring monthly housekeeping is carried out.
 - ii. The monthly Housekeeping Checklist forms are located on the OnePlace Health and Safety Community site and this process is detailed more in the Health and Safety Representative Manual.
- d) *Contractor Audits*
- i. Contractors' performance shall be monitored against the contract document requirements at least annually and/or post contract review and/or after any notifiable event.
 - ii. Monthly contractor performance monitoring / assessments are performed by the BOPDHB responsible person or H&S Advisor using the Health and Safety Interaction Checklist (PROP.O4.29 Form).
- e) *Hazard & Risk Registers - Review*
- i. The BOPDHB monitors all known hazards on a monthly basis, this includes any new hazards that may arise, to determine whether the hazards continue to exist, and the controls remain effective. Inspections (which includes safety walks, housekeeping checks) are recorded and the Hazard & Risk Registers are updated as required.
- f) *Work Injury Management - Review*
- i. The BOPDHB reviews all injury data on a monthly basis and uses this information to monitor performance of the BOPDHBs Third Party Administrator (TPA) and internal compliance.
 - ii. On a monthly basis an Injury Management steering group reviews all work related claims and non-work related claims greater than 60 days.
 - iii. A Complaints and Disputes Register is also reviewed and updated by the Health and Safety Manager. A full complaints and disputes management evaluation is carried out annually.
- g) *H&S Training*
- i. All people who undertake work for the BOPDHB (includes employees, contractors and volunteers) must complete Health and Safety induction training on or prior to commencement with the BOPDHB, and also undertake Health and Safety refresher training every two years thereafter.
 - ii. Other health and safety specific training includes, but is not limited to, Datix Incident Reporting training and mandatory training such as Moving and Handling training and Restraint Minimisation and Safe

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Practice training. Role specific training is also provided such as Injury Management training for Managers and Fire Safety / Warden training.

2.2 Audits - External

a) *ACC Accredited Employers Programme (AEP)*

- i. The BOPDHB is audited externally on an annual basis against the ACC AEP audit standards to ensure the BOPDHB is meeting the requirements of the AEP. The external audit frequency typically comprises:
 - Year 1 - Full Audit, Elements 1-20
 - Year 2 - Injury Management audit only, Elements 10-20
- ii. The Health and Safety Team, Third Party Administrator (TPA) – Injury Management and ACC Approved Auditors are involved in the external audit processes.
- iii. The audit standards for the AEP are designed to:
 - Help create safer workplaces, and
 - Establish:
 - a minimum acceptable benchmark for health and safety and injury management in the workplace
 - the expectation of continuous improvement of workplace health and safety systems towards successful integration of good practice standards in all areas and activities.

3. Key Elements Of The HSMS, Review Frequencies And Responsibilities – Refer To [Appendix A](#)

ASSOCIATED DOCUMENTS

- Bay of Plenty District Health Board Health and Safety controlled documents
- Bay of Plenty District Health Board Incident Management System
- Bay of Plenty District Health Board policy 2.1.2 protocol 0 Controlled Documents Development and Review Standards
- Bay of Plenty District Health Board policy 2.1.2 protocol 2 Controlled Documents Development Standards
- Bay of Plenty District Health Board policy 2.1.2 protocol 6 Controlled Documents Review Standards
- BOPDHB Worker Participation Agreement
- Health and Safety Operations Group – Terms of Reference
- Health and Safety Advisory Group – Terms of Reference
- Health and Safety Representative Manual

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Appendix A: HSMS Key Elements

The below table outlines the key elements of the HSMS, the review frequencies and the associated responsibilities:

Key Elements of HSMS	Review Frequency (or as required)	Responsible
Set Health and Safety Strategy / Framework	Annually – April	<ul style="list-style-type: none"> Health & Safety Manager Health & Safety Workgroups
Set Health and Safety Plan (SMART objectives and targets)	Annually – April	<ul style="list-style-type: none"> Health & Safety Manager Health & Safety Workgroups
Measure performance against SMART annual health & safety objectives and targets – update Health & Safety Plan (objectives and targets) as required	Monthly - via Health and Safety Workgroup Meetings e.g. H&S team meetings, H&S Rep meetings, HSOG meetings, HSAG meetings, BAG meetings, Health & Safety Reports	<ul style="list-style-type: none"> Health & Safety Manager Health & Safety Team Health & Safety Workgroups
Audit (internal) – ACC Accredited Employers Programme (AEP) – Self Assessment	Annually – (Q1 prior to audit)	<ul style="list-style-type: none"> Health & Safety Team Health & Safety Operations Group
Audit (external) – ACC Accredited Employers Programme (AEP)	Annually	<ul style="list-style-type: none"> Health & Safety Team Third Party Administrator (WorkAon) – Injury Management ACC Approved Auditors
Work Injury Management Review Meeting	Monthly	<ul style="list-style-type: none"> Health & Safety Manager / Advisor Occupational Health Team Associate Director of Nursing Clinical Nurse Specialists People & Culture
Measure performance of Injury Management System	Annually – July	<ul style="list-style-type: none"> Health & Safety Manager Associate Director of Nursing Third Party Administrator (WorkAon)
Complaints & Dispute Management Evaluation	Annually – July	<ul style="list-style-type: none"> Health & Safety Manager Associate Director of Nursing Third Party Administrator (WorkAon)
Health & Safety policy / documentation / processes	2 yearly (as per DHB document control procedures); or after: <ul style="list-style-type: none"> A notifiable event (death, notifiable injury or illness or notifiable incident) Any changes in legislation, work practices or systems (e.g. changes to business operations, the introduction of new machinery, or the way processes are carried out) Any changes in materials used (to assess changes needed in health monitoring) 	<ul style="list-style-type: none"> Health & Safety Team Health & Safety Workgroups
Keep updated with relevant health & safety information	Through: <ul style="list-style-type: none"> Regularly checking relevant websites i.e. WorkSafe NZ, Ministry of Health, NZ Government, MBIE Undertaking internal and external audits 	<ul style="list-style-type: none"> Health & Safety Manager Health & Safety Team

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Key Elements of HSMS	Review Frequency (or as required)	Responsible
	<ul style="list-style-type: none"> Employing internal or external health & safety specialists to respond to new or significant changes in requirements Obtaining information from professional bodies such as weekly Alert24 email Subscribing to relevant publications Attending seminars, briefing and conferences 	
Safety Walks		<ul style="list-style-type: none"> Management Health & Safety Representatives Health & Safety Team
Hazard & Risk Registers	Monthly	<ul style="list-style-type: none"> Management Risk Co-ordinator Health & Safety Representatives Health & Safety Team Health & Safety Workgroups
Health & Safety Reporting	Monthly – via Health & Safety Report, includes but is not limited to: <ul style="list-style-type: none"> Health & Safety Summary Health & Safety Plan (objectives & targets) Update on Safety progress & planned activities Critical Risk Injury Management Incident / accident / hazard data trends Business statistics – lead and lag indicators Forward plans 	<ul style="list-style-type: none"> Health & Safety Manager
Contractor Health & Safety Performance Monitoring / Assessment	Annually – complete contractor performance review at minimum of once yearly Monthly – contractor performance monitoring / assessment	<ul style="list-style-type: none"> Member of Facilities & Business Operations (FBO) or Project Management Team Health & Safety Advisor
Bipartite Group meetings		<ul style="list-style-type: none"> In accordance with HSAG Terms of Reference
Health & Safety Advisory Group (HSAG) meetings		<ul style="list-style-type: none"> In accordance with HSAG Terms of Reference
Health & Safety Operations Group (HSOG) meetings		<ul style="list-style-type: none"> In accordance with HSOG Terms of Reference
Health & Safety Representative meetings	Bi-monthly – every second month	<ul style="list-style-type: none"> Health & Safety Representatives Health & Safety Team Employees
Health & Safety Team meetings	Monthly	<ul style="list-style-type: none"> Health & Safety Team

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