



## Attachment 1

# Health, Safety and Wellbeing Tier 1 Policy

July 2021

Next Review Date: TBC



# 1 Introduction

## Message from Board

At Auckland Transport (AT) as a Board we are committed to prioritising the physical and mental wellbeing of our workers by providing workplaces that are safe and healthy. This includes employees, contractors, customers and visitors.

We want everyone to get home safely in line with our values: Auahatanga (Better, bolder, together), Manaakitanga (We care... Full stop), Tiakitanga (Safe with us) and Whanaungatanga (We connect).

We are committed to ensuring an effective safe system of work and a health, safety and wellbeing culture that allows us to identify, eliminate and or manage risk that we create or face. This is at every level of our workplaces.

AT's operations work across a broad range of activities. We acknowledge AT can lead and support our AT Partners (Person Conducting a Business or Undertaking) by working alongside them in promoting a proactive health, safety and wellbeing culture that aims to continuously improve.

Our business can contribute to an improved wider New Zealand health, safety and wellbeing culture by supporting the importance of participation, leadership, and accountability through championing for health, safety and wellbeing changes at all levels where we have influence.

## 2 Purpose

To outline Auckland Transport's (AT) policy for managing the Health Safety and Wellbeing (HSW) associated with its activities as a "Person conducting a business or undertaking" (PCBU). It articulates AT's commitment to HSW, providing an overview of how AT facilitates a proactive approach and the expected outcomes throughout the organisation.

## 3 Scope

This policy:

- Identifies the principles that guide AT Health, Safety and Wellbeing.
- Provides the basis of the Health and Safety management framework based on International Organization for Standardisation (ISO) 45001 – Occupational Health and Safety Management Systems and supported by ISO31000 – Risk Management and ISO9001 Quality management systems.
- Outlines AT's focus on success areas that will continually improve and deliver leading practice Health, Safety and Wellbeing outcomes.

This policy applies to:

- All AT employees;
- All AT workers and other Person(s) conducting a business or undertaking with overlapping duties as defined in the Health and Safety at Work 2015 Act (i.e. AT's supply chain and wider supply chain, that is; our AT Partners (contractors, subcontractors and suppliers) and;
- All AT directors.



## 4 Policy Principles

AT will provide a healthy and safe working environment as far as reasonably practicable for all involved with and affected by its activities. This includes workers, AT Partners (PCBU's with overlapping duties) and others working in, or visiting, our places of work. AT believes a proactive environment is vital to our strategic priority of making AT's system safe by eliminating or minimising harm for our people, partners, customers and other members of public.

To demonstrate safety is paramount we embrace specifically Tiakitanga (Safe with us), and Manaakitanga (We care...Full stop). This encourages participation, leadership and accountability in the delivery of our safe system of work.

### 1. Our Commitment

Specifically, AT is committed to:

- continued Health and Safety Management System (HSMS) investment to deliver improvement and higher standards utilising best practice;
- establishing and empowering speak-up conversations between leaders, workers, their representatives and all AT Partners;
- taking the lead to champion constructive approaches to promoting improvements with AT Partners (and workers);
- ensuring appropriate resources to identify, monitor and manage hazards and risks as far as is reasonably practicable;
- ensuring risks are identified and managed upfront through “safety in design”;
- ensuring AT and its partners meet all legislative requirements throughout the procurement lifecycle;
- ensuring reporting and investigation of HSW events, with the purpose of learning, sharing and continuous improvement and corrective actions across AT and AT Partners (where appropriate);
- supporting our employees and AT Partners and their workers to ensure both capability and competency to work safely. This may include appropriate provision of advice, information, education, and training;
- promoting and supporting mental health and leading wellbeing for AT workers and encouraging a balanced healthy lifestyle;
- supporting best practice workplace- based rehabilitation of injured or ill employees to ensure return to work opportunities through consultative and participative partnership; and
- ensuring compliance with the Health and Safety at Work Act 2015, other relevant legislation, regulations, codes of practice, and industry standards relating to Health, Safety and Wellbeing across AT.

### 2. Outcome and implementation monitoring

Success will be evidenced by meeting Health and Safety regulatory requirements and be visible through the following:

- a current strategy that is measurable and sets annual objectives;
- a Health and Safety risk assurance framework that identifies hazards and risk, provides continued insights of critical and high probability risks, and confirms controls are at the uppermost hierarchy of control level for each working environment(s);
- all AT workers are appropriately trained and educated;
- AT Partner and sub-contractor management is robust and delivers agreed safety performance indicators throughout the procurement lifecycle;
- worker participation delivers ongoing open and honest discussions on HSW matters and identifies new hazards, risks and controls;
- effective implementation of our system, processes and prevention programmes;
- the prevention of incidents by ensuring participation, reporting and shared learning from events;
- the effective rehabilitation of injured/ill employees and the provision of support in returning to work;
- implementing effective organisational changes to enhance mental health and Hauora (Wellbeing);
- active participation and leadership in industry Health, Safety and Wellbeing forums;
- an annual review safety management objective; and
- “safety in design” is applied upfront in all activities AT carries out.

### 3. How we demonstrate understanding and delivery of successful outcomes



AT believes success is centred on Tiakitanga (Safe with us) and all AT leaders and workers have a responsibility to contribute by demonstrating:

- safety is a conversation;
- acknowledging our risk experts are at the front line and hearing their voices;
- safety is paramount, and creating conditions where people can be their best;
- contributing to an environment that empowers and encourages workers to speak up safely;
- learning and improvement is vital;
- leadership walks the talk;

#### 4. Everyone has a role to play in safety

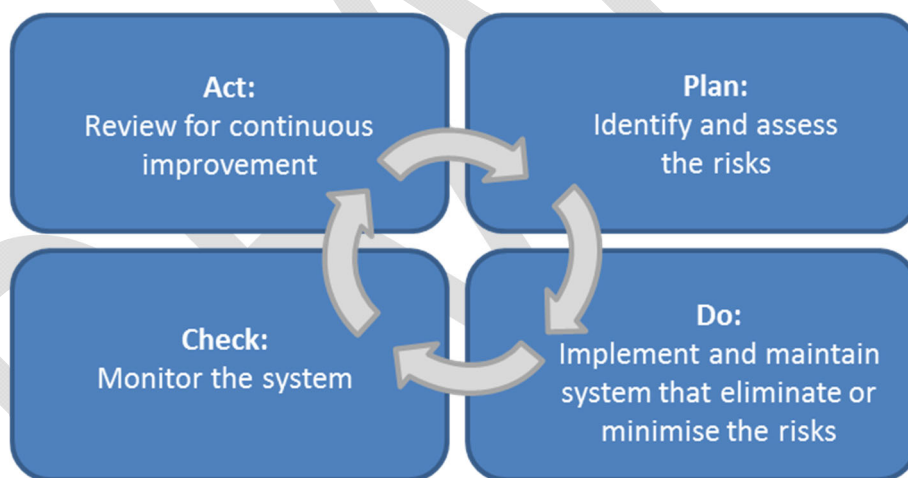
We are all expected to work safely taking reasonable care for ourselves and others. Everyone is empowered to stop an unsafe act.

## 5 Health and Safety Management (HSMS) System Approach

Our commitment to Health, Safety and Wellbeing is achieved through a strong Health and Safety management system framework which will deliver a safe system of work in accordance with legislation, associated regulations, and best practice guidelines. Health and Safety management is undertaken in line with the AT Organisational Risk Management Framework.

The core elements of the system are:

- Using a continuous improvement risk management approach to the elimination and minimisation of identified hazards and risks, and maintenance of controls including effective prevention and monitoring programs (see Figure 1)



- Using the fundamentals of good governance to provide leadership, participation and consultation with workers; and assurance to focus how we achieve leading Health, Safety and Wellbeing outcomes;
- Supporting and promoting the health and wellbeing of our workers and industry.



## 6 General Roles and Responsibilities

Role	Responsibility
All Employees, Contractors, Workers and Representatives	<ul style="list-style-type: none"> <li>• Fulfil the objectives within this policy.</li> <li>• Promote the principles of this policy.</li> <li>• Stop if experiencing an unsafe situation.</li> <li>• Report all incidents involving themselves or others that they are aware of, that follow AT's HSW policies, standards, and procedures.</li> <li>• Only undertake tasks that they are competent and authorised to perform.</li> <li>• Work safely and take reasonable care for own Health, Safety and Wellbeing and others in the workplace.</li> </ul>
Health, Safety and Wellbeing Champions	<ul style="list-style-type: none"> <li>• Represent workers within their defined workgroup in good faith on Health, Safety and Wellbeing matters and provides a link between workers and management.</li> <li>• Make recommendations on Health, Safety and Wellbeing matters</li> <li>• Investigate complaints and risks to worker HSW. Notifies People Leader and brings to the Health, Safety and Wellbeing Representatives (HSWR) Committee risks identified with the place of work and collaboratively agree on ways that identified risks can be managed.</li> <li>• Lead and provide feedback to the organisation about meeting its HSW obligations.</li> <li>• Promote the interests of workers who have been harmed at work.</li> <li>• Exercise powers under the HSWA when trained (as required).</li> <li>• Foster and participate actively in a positive safety culture relating to HSW.</li> </ul>
People Leaders	<ul style="list-style-type: none"> <li>• Responsible for the management of HSW across their team.</li> <li>• Responsible for the safe day-to-day operations of own work areas and ensuring HSW is managed appropriately.</li> <li>• Responsible for implementing processes to identify and raise areas of concern and address any recommendations / corrective actions.</li> <li>• Ensure appropriate resourcing for worker participation in HSW activities and committees.</li> <li>• Actively engage and promote worker engagement participation and representation. Foster and encourage a positive safety culture relating to HSW both internally and externally.</li> <li>• Act on HSW matters proactively and positively.</li> <li>• Accountable for identifying and reporting hazards and risks through the appropriate channels.</li> <li>• Responsible for assessing any new or changes in projects or operations for any HSW hazards and risks.</li> <li>• Ensure all workers have been appropriately trained in HSW, and specifically if there is any hazardous work occurring.</li> <li>• Actively support HSW monitoring and audit activities.</li> <li>• Actively support AT's HSW team.</li> </ul>
Chief Executive and ELT	<ul style="list-style-type: none"> <li>• Lead the creation of, and endorses the HSW strategy, objectives, and governance management.</li> <li>• Responsible for AT's overall compliance with HSW legislation, policies, and processes, including allocation of resources and accountabilities across the organisation.</li> <li>• Provide organisation-wide leadership and lead a proactive HSW culture.</li> <li>• Reports to the Board on HSW management and performance.</li> </ul>



Role	Responsibility
	<ul style="list-style-type: none"> <li>• Ensure the HSW management performance is formally reviewed annually and that objectives are established and monitored.</li> <li>• Accountable for identifying and raising areas of concern and addressing any recommendations / corrective actions.</li> <li>• Ensure that HSW is adequately discussed at ELT meetings.</li> <li>• Holds AT leaders accountable for HSW roles and responsibilities.</li> <li>• Ensure an executive member is responsible for organisational HSW.</li> <li>• Ensure there are enough H&amp;S Champions within own division to support HSW worker engagement, participation and representation structure.</li> <li>• Exercise due diligence as an Officer of AT (where applicable).</li> </ul>
Board of Directors	<ul style="list-style-type: none"> <li>• Accountable for ensuring management delivers required HSW outcomes.</li> <li>• Set the direction, and commitment for HSW management and performance.</li> <li>• Set a visible example through engagement with managers and workers. This provides leadership and improves knowledge of Health and Safety matters.</li> <li>• Lead the direction of and approve HSW strategies, objectives, and governance management.</li> <li>• Provide sufficient funds to ensure there are enough resources to facilitate effective Health, Safety and Wellbeing management and eliminate and minimise identified risks.</li> <li>• Engage with the organisation on HSW performance and management and monitors strategy is effectively implemented.</li> <li>• Ensure that there is an Annual review on the HSW management performance.</li> <li>• Exercise due diligence as an Officer of AT.</li> <li>• If applicable deliver requirements as per the Safety Committee Charter.</li> </ul>

## 7 Definitions

Term	Definition
Hazard	Something with the potential to cause injury or ill-health
Incident	Occurrence arising out of or during work, that could or does result in injury or ill health.
Health, Safety and Wellbeing Risk	<p>Combination of the likelihood of occurrence of a work-related hazardous event(s) or exposure(s) and the severity of injury and ill health that can be caused by the event(s) or exposure(s).</p> <p>It may also apply to situations with property or equipment loss.</p>
Person conducting a business or undertaking (PCBU)	Any entity doing business of any sort in New Zealand. PCBUs are required to ensure, so far as reasonably practicable, the Health and Safety of workers employed, engaged, influenced, or directed by the PCBU, and the safety of any other person who may be put at risk by work done by the PCBUs. One aspect of this is to get workers involved in the process of risk identification and control (workers include: employees, volunteers and contractors).



Term	Definition
Overlapping duties	Where Person conducting a Business or Undertaking(s) that work together share Health and Safety duties in relation to the same matter or workplace. These are known as overlapping duties
Reasonably Practicable	Means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring HSW, taking into account and weighing up all relevant matters including likelihood, degree of harm, what is known or ought to reasonably know about the hazard/risk and ways of eliminating and minimising, availability and suitability of the elimination/minimisation and the cost associated.
Workplace	Means anywhere that workers (employees and non-employees) are working for or on behalf of Auckland Transport.
Worker	An individual who carries out work in any capacity for a Person conducting a Business or Undertaking. A worker may be an employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour hire company, an outworker (including a homemaker), an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker. Workers can be at any level (e.g. Managers are workers too).
Officer	Any person occupying the position of a director of AT and any other person occupying a position in relation to AT that allows the person to exercise significant influence over the management of AT e.g. Chief Executive.

## 8 Supporting Information

<p><b>Legislative Compliance</b></p>	<p>This Policy supports Auckland Transport's compliance with the following legislation:</p> <ul style="list-style-type: none"> <li>• Health and Safety at Work Act 2015 and associated regulations</li> </ul> <p>And as applicable:</p> <ul style="list-style-type: none"> <li>• Marine Transport Act 1994</li> <li>• Railways Act 2005</li> <li>• Land Transport Act 1998</li> </ul>
<p><b>Supporting documents</b></p> <p><i>These are Procedures, Standards and Guidelines that directly support this Policy.</i></p>	<ul style="list-style-type: none"> <li>• Code of Conduct Policy</li> <li>• Risk Management Policy</li> <li>• Health and Safety Guide: Good Governance for Directors</li> <li>• Auckland Transport Organisational Risk Management Framework</li> </ul>
<p><b>Related documents</b></p> <p><i>These are documents that relate to, but do not directly support this Policy. This may include other Auckland Transport Policies, Procedures and Guidelines or external materials such as regulatory codes and standards.</i></p>	<p>AS/NZS ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use.</p>



## 9 Approval and Review

**Policy Owner:** Executive General Manager Safety

**Policy Contact:** Head of Safety Development

**Endorsed by:**

**Approved by:**

Chief Executive

Auckland Transport Board

**Effective date:** TBC

**Next review date:** TBC

AT reserves the right to review, amend or add to this policy at any time upon reasonable notice to employees and representatives.

Version	Owner	Reason for Change	Approver	Date Approved
2.0	EGM Safety	Replaces POL-HS01-STA Review of policy to align with new culture and strategic direction of HSW	Auckland Transport Board	TBC

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