



Safety, Health and Wellbeing

Tier 1 Policy

May 2023



1 Introduction

Message from the Auckland Transport (AT) Board

We want everyone to get home safely. We are committed to prioritising the physical and mental wellbeing of our workers by providing workplaces that are safe and healthy for everyone.

We are committed to ensuring an effective safe system of work and a safety, health and wellbeing culture that allows us to identify, eliminate and or manage risk that we create or face - at all AT's workplaces.

AT's operations work across a broad range of activities. We can lead and support our AT Partners (PCBUs with overlapping duties) by promoting a proactive safety, health and wellbeing culture that aims to continuously improve.

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

By demonstrating participation, leadership and accountability in safety, health and wellbeing, AT can lead by example and contribute to a better culture of safety in New Zealand.

Tiakitanga – Safe with us

Auahatanga – Better, bolder, together

Manaakitanga – We care... Full stop

Whanaungatanga – We connect.

2 Purpose

This Policy outlines AT's approach and commitment to Safety, Health and Wellbeing (SHW) across all of its activities as a "Person Conducting a Business or Undertaking" (PCBU). It provides an overview of the key principles expected to be followed by AT and its representatives.

It also provides the basis of AT's safety management framework, which is aligned to the principles of ISO45001.

3 Scope

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)
- All AT directors
- All AT projects, sites, facilities and activities



4 Policy Principles

Auckland Transport (AT) is committed to providing a healthy and safe working environment as far as reasonably practicable for everyone involved with and affected by its activities. This includes workers, AT partners (PCBUs with overlapping duties), customers, visitors, and other members of the public. It is paramount that we demonstrate safety and that we embrace the values of *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.

AT is committed to the application of national and international health and safety standards. AT will consider Health and Safety Work Act 2015 (HSWA) and associated regulations, as well as aligning to Occupational Health and Safety Management Systems ISO 45001 as minimum standards and shall strive to provide a model health and safety framework for the organisation that is subject to continuous improvement.

The AT [Safety Management System \(SMS\)](#) is documented and available to everyone across the organisation. The SMS clearly defines health and safety roles and responsibilities for all involved in the operation of AT, from the Board of Directors through to frontline teams. The role definitions are written in such a way to allow for performance reviews of both the system and individuals.

Employee engagement is a key aspect and participation in matters of occupational health and safety will be always encouraged. AT will recognise and reward health and safety innovation and proactive risk reduction.

AT's Safety, Health and Wellbeing Principles:

- Ensuring leaders are competent and accountable in safety and demonstrate a highly visible level of commitment. This may include the appropriate provision of advice, information, education, and training.
- Support training programmes to build safety knowledge and improve safe work practices of our workers and AT Partners.
- Setting objectives and targets on a risk-based approach that prioritises controls for critical SHW risks with collaboration and input from stakeholders.
- Meet and align with relevant legislation, regulations, codes of practice, and industry best standards including ISO 45001, Safety in Design and the procurement lifecycle.
- Consult with employees and other workers to encourage participation for continuous improvement and empowerment, as well as welcoming their contribution towards the [Safety Management System \(SMS\)](#) development.
- Empower our people to feel comfortable to raise concerns or questions, regardless of the circumstances.
- Ensuring reporting and investigation of SHW events, with the purpose of learning, sharing, and continuous improvement and corrective measures across AT and AT Partners (where appropriate).
- Promote and support mental health and leading wellbeing for AT workers and encouraging a balanced healthy lifestyle, as well as supporting best practice workplace-based rehabilitation of injured or ill employees to ensure return-to-work opportunities through consultative and participative partnership.
- Recognising and celebrating effective SHW risk management. This encompasses the assessment and mitigation of safety risks.



5 Definitions

Term	Definition
AT Partner	Organisations AT works with (e.g. contractors) who are defined as a PCBU under the Health and Safety at Work Act 2015 and who have overlapping duties under that Act.
Hazard	Source or situation that by definition poses a risk of harm to a person, property or environment.
Safety, Health and Wellbeing Risk	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). It may also apply to situations with property or equipment loss
Incident (Also known as a SHW Event or H&S Event)	Work related event(s) which have resulted or may have resulted in – an injury / illness or fatality, damage to plant, equipment or infrastructure, a breach or potential threat to project / facility security or personnel
Officer	An officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a PCBU. Organisations can have more than one officer. Officers are specifically mentioned in the HSWA 2015 and have specific duties regarding due diligence in health and safety, such as ensuring their organisation complies with the HSWA 2015 and has the resources to do so. Refer to S44 HSWA 2015 for full details.
PCBU	Person Conducting Business or Undertaking, as defined in the Health and Safety at Work Act 2015 .
Safety in Design	Considers the safety of those who construct, operate, clean repair and demolish an asset
Worker	A worker is an individual who carries out work in any capacity for a PCBU. All workers must take reasonable care to ensure the safety and health of themselves and others, comply with the PCBU's reasonable instructions, and cooperate with reasonable policies and procedures. For AT, this includes all AT employees and other person(s) conducting a business or undertaking (PCBU's) with overlapping duties as defined in the Health and Safety at Work 2015 Act, i.e. AT's supply chain and wider supply chain - our AT Partners (contractors, subcontractors and suppliers) and their employees.

Fulfill



6 Roles and Responsibilities

Role	Responsibility
Board of Directors	<ul style="list-style-type: none"> Responsible for meeting Officer duties under the HSWA 2015, and providing overall governance of H&S at Auckland Transport Acquire and keep up to date with knowledge of work health and safety matters, and gain an understanding of the operations of AT H&S risk evaluation including identification of critical SHW risks Ensure appropriate resources available to workers to eliminate or minimise SHW risks from work Ensuring AT has appropriate processes for receiving, considering and responding to information regarding incidents, hazards and SHW risks Providing organisational H&S governance and oversight, approving policy, and monitoring performance Processes for complying with any duty or obligation of AT under the HSWA 2015 Processes to verify that processes are being followed and resources are being utilised
Exec GMs as Officers under HSWA 2015 <i>Note: Some Exec GMs may be considered as Officers under the HSWA 2015</i>	<ul style="list-style-type: none"> Provide senior H&S leadership and strategic direction and vision Champion health and safety in the workplace Allocate resources for H&S requirements Establish and set safety expectations Set H&S policy and standards Fulfil requirements of the SHW Policy and Safety Organisational Framework Acquire and keep up to date with knowledge of work health and safety matters, and gain an understanding of the operations of AT H&S risk evaluation including identification of critical SHW risks Ensuring AT has appropriate processes for receiving, considering and responding to information regarding incidents, hazards and SHW risks Processes for complying with any duty or obligation of AT under the HSWA 2015 Processes to verify that processes are being followed and resources are being utilised Monitor and review H&S performance
All People Leaders	<ul style="list-style-type: none"> Promote the principles of this policy Champion health and safety in the workplace Communicate safety expectations to AT Staff and workers



Role	Responsibility
AT Staff and Workers	<ul style="list-style-type: none"> • Compliance with this policy and related safety Procedures and Standards in AT's Safety Management System (SMS) • Take reasonable care for his or her own health and safety; and • Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and • Comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and • Co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

7 Supporting Information

Legislative compliance	<p>This Policy supports Auckland Transport's compliance with the following legislation:</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 2015 and associated regulations and as applicable • Land Transport Act 1998 • Marine Transport Act 1994 • Railways Act 2005
Supporting documents	<ul style="list-style-type: none"> • Auckland Transport Organisational Risk Management Framework • Code of Conduct Policy • Discipline and Dismissal Policy • Risk Management Policy • Safety, Health and Wellbeing Event Management Tool • Safety Management System (SMS) • Safety Organisational Framework • Safety Hub
Related documents	<ul style="list-style-type: none"> • ISO 9001:2015 Quality management systems — Requirements • ISO 31000:2018 Risk management — Guidelines • ISO 45001:2018 Occupational Health and Safety Management Systems – Requirements with guidance for use

8 Non-Compliance

Non-compliance with this policy can result in legal or disciplinary consequences for the organisation or individuals. Any disciplinary measures will be in line with the AT's Code of Conduct Policy.



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

Approval date:

Next review date:

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

This policy will be effective from the date it is published on the Engine Room.

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	29 July 2021
3.0	EGM Safety	Reviewed and modified based on new H&S Organisational Framework	Auckland Transport Board	TBC

Printed Copy Uncontrolled



Appendix 1: The following versions will be displayed at Auckland Transport sites:

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