

# Health and Safety Policy

## Introduction

At POAL, we are committed to ensuring the health and safety of our workers, contractors, partners and visitors, and others affected by our activities. We believe that all injuries are preventable, no task is so important that it can't be done safely, and no business objective ought to take priority over health and safety. This underpins our belief that everyone has the right to go home safe.

## Scope

This policy applies at all POAL owned sites and to everyone who works for POAL in any capacity, whether full time, part time, casual, temporary, or as a contractor (including their workers and sub-contractors). Under New Zealand's health and safety legislation, the Health and Safety at Work Act 2015 ("the HSWA"), we all have responsibility for health and safety. Working safely is a core condition of all employment and contractor agreements.

## Policy

POAL is committed to undertaking its health and safety responsibilities in full, and expects an equivalent commitments from employees and contractors. To achieve this, POAL will:

- Provide a work environment that is safe and healthy, so that everyone goes home safe
- Drive improvement through the setting of measurable health and safety objectives and targets, and reporting of performance
- Ensure employees, contractors, and visitors understand their obligations with respect to health and safety and how to stay safe
- Ensure an operating framework that includes health and safety standards, practices and procedures are developed, implemented, followed and reviewed
- Provide the required resources, facilities, plant, tools and equipment, including PPE, for people to work safely
- Establish risk management systems to prevent injury and ill-health
- Be proactive in identifying workplace risks and hazards and take all reasonably practicable steps to eliminate or minimise these
- Accurately report, record and learn from our incidents
- Provide all workers and visitors with the necessary induction, training, instruction, and supervision needed to protect themselves and others

- Assess and recognise the health and safety performance of employees and contractors
- Consult, co-operate and communicate with contractors and third parties that operate on POAL property to ensure safe and effective processes are fully implemented and integrated into all operational activities
- Engage, consult and communicate with workers to build a shared commitment to ongoing health and safety improvement
- Ensure ongoing monitoring, auditing and review of health and safety performance and management systems
- Monitor worker health to identify changes due to exposure to health risks from their work
- Support the safe and early return to work of injured employees
- Provide first aid facilities, equipment and trained first aiders
- Provide, maintain and test emergency plans

## Responsibilities

The POAL Board has a duty to ensure that POAL complies with its health and safety obligations and will:

- Know about work health and safety matters and keep that knowledge up-to-date
- Understand the nature of POAL's operations and associated hazards and risks
- Ensure POAL has appropriate resources and processes to eliminate or minimise those risks and to comply with other health and safety obligations, and that the business uses them
- Ensure POAL has appropriate and effective systems and processes for receiving and considering information about incidents, hazards and risks, and for responding in a timely way
- Approve POAL's health and safety targets and monitor its performance in meeting those targets
- Approve this policy and any updates or amendments which occur from time to time.

The role of workers is also important to ensure health and safety. POAL requires all workers to:

- Take all reasonably practicable steps to ensure their own health and safety
- Take all reasonably practicable steps to ensure that their actions or inactions don't cause harm to others
- Comply with all reasonable instructions, policies or procedures on how to work in a safe and healthy way

- Complete all necessary POAL safety inductions
- Correctly use all plant, tools and equipment provided, including PPE
- Immediately inform POAL if they have a serious health and safety concern
- Report all hazards and work-related ill-health, injuries or near-miss accidents to POAL as soon as possible
- Stop work if they believe that the work will expose them or others to a serious risk to health and safety from an immediate or upcoming hazard
- Engage with POAL in a productive manner on improving health and safety performance.

POAL contractors, including third party operators, are responsible for complying with their own obligations under the HSWA, as well as other relevant legislation and regulations. Amongst other things, they must:

- Take all reasonably practicable steps to ensure the health and safety of workers and visitors at POAL, as well as anyone else who may be affected by the activities undertaken by the contractor
- Be proactive in identifying workplace risks and hazards and take all reasonably practicable steps to eliminate or minimise these
- Report all hazards and work-related ill-health, injuries or near-miss accidents to POAL as soon as possible
- Ensure that all workers or other persons engaged by the contractor are provided with appropriate training in the task assigned and supplied with appropriate PPE
- Complete all necessary POAL safety inductions
- Consult- co-operate and co-ordinate activities with POAL and other users of the port on health and safety matters
- Comply with all reasonable instructions, policies or procedures given by POAL on how to work in a safe and healthy way.



Tony Gibson  
Chief Executive Officer

**Board approval: 19 March 2018**



**Policy owner: Safety and Wellbeing Manager**  
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