
Safety and Wellbeing Policy

Policy Statement:

We are committed to the safety and wellbeing of all people who enter Tāmaki Herenga Waka/Ports of Auckland.

We will shape our safety and wellbeing culture to the values of Te Whare Tapa Whā, providing four cornerstones of health that promote strong foundations and equal dimensions of wellbeing.

- Taha Tinana - Physical wellbeing
- Taha Hinengaro - Mental and emotional wellbeing
- Taha Whānau - Family and social wellbeing
- Taha Wairua - Spiritual wellbeing.

Policy Scope:

This policy applies to all workers, PCBUs and visitors who work in or visit Ports of Auckland work sites.

Safety and Wellbeing Commitment:

Together we will:

- Enhance the Mana of our people by always recognising their potential
- Encourage all people to openly share their Whakaaro (thoughts) in relation to safety and wellbeing matters
- Empower a positive Ahua (attitude) toward improving safety and wellbeing matters
- Facilitate opportunities to Korero (talk) about safety and wellbeing matters
- Ensure incidents and safety concerns are responded with corrective and preventative Aringa (actions)
- Maintain Mana through courageous conversations about safety and wellbeing risks
- Be the Kaitiaki (guardians) of our safe working environment
- Ensure decisions are made with Pono (facts, truth, integrity), Tika (appropriate action) and Aroha (love and compassion)
- Look after each other as one whānau (family)

Policy Detail:

POAL is committed to undertaking its safety and wellbeing responsibilities in full and expects an equivalent commitment from all workers, PCBUs and visitors. To achieve this, POAL will:

- Provide a work environment that is safe and healthy, so that everyone goes home safe
- Drive improvement through involvement of workers through their participation, representation and engagement
- Set measurable health and safety objectives and targets, and reporting of performance
- 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
- 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
- Apply a Just and Fair culture throughout incident investigations
- Provide all workers and visitors with the necessary induction, training, instruction, and supervision needed to protect themselves and others

- 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
- Ensure ongoing monitoring, auditing and review of health and safety performance and management systems
- Monitor worker health to identify harm 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.
- All POAL sites are alcohol-free.

Roles and Responsibilities:

Safety and wellbeing is a shared responsibility of the Ports of Auckland and its workers, PCBUs and visitors. POAL requires all employees to proactively participate in safety and wellbeing initiatives, to ensure maintenance and continuous improvement of its work environments:

Role	Responsibilities
Board of Directors	<ul style="list-style-type: none"> • Approve this policy • Demonstrate strong health and safety leadership • Review and understand the nature of the operations of the businesses critical S&W hazards and risks and how they are controlled • Review and evaluate appropriate reporting, taking actions where required and following up to ensure continuous improvement • Ensure POAL has a health and safety management system of policies, standards and processes to effectively manage S&W • Undertake relevant safety observations to have a deep understanding of the POAL critical risks • Ensure verification of S&W assurance for significant projects • Undertake suitable and sufficient S&W governance training and keep up to date with S&W and POAL industry knowledge • Ensure availability and use of appropriate resources and processes to eliminate or minimise S&W risks so far as is reasonably practicable • Review and approve S&W expectations, objectives and targets aligned to the planning cycle • Ensure positive S&W behaviours are recognised and acknowledged
Chief Executive Officer (The duty holder of the 'primary duty of care')	<ul style="list-style-type: none"> • Accountable to the Board of Directors for POAL's Safety & Wellbeing performance and legislative compliance • Demonstrate strong and effective health and safety leadership, setting a positive, empowering culture to achieve the S&W objectives of POAL • Focus on creating a culture where S&W is the primary focus and is prioritised over productivity and profitability • Implement this policy and active promote the commitment and compliance to the policy detail • Review and approve the WAKA (HSMS - Health & Safety Management System) that supports organisational compliance with H&S legislation • Review overall organisational S&W performance • Maintain effective collaboration with senior union representatives and other key stakeholders on S&W matters • Participate where required in the resolution of safety issues • Encourage comprehensive and meaningful employee engagement representation and participation in safety

	<ul style="list-style-type: none"> • Help change the risk behaviour by creating a just culture where S&W expectations including key hazards and risks are agreed, supported and acted upon • Follow up on incidents reported by the workforce and implement corrective actions • Lead the development and prioritisation of initiatives to address trust issues within the business with regards to the fear of speaking up, lack of follow up on safety issues raised and the perception that those who raise issues or follow safety rules will be discriminated against. • Review serious accidents/incidents and monitor corrective actions • Review S&W performance of middle management and executive team • Acquire and keep up to date knowledge of work S&W matters • Ensure senior leaders are trained in the expected S&W leadership behaviours • Embed safety and wellbeing as a core value through specific training led by the senior executive team • Ensure an understanding of the hazards and risks associated with the operations of the business • Ensure availability and use of appropriate resources and processes to eliminate or minimise S&W risks so far as is reasonably practicable • Ensure that POAL has appropriate processes for receiving and considering information regarding incidents, hazards, risks and resolution systems • Provide assurance to the Board that risks, accidents and incidents are being managed to ALARP.
Executive Leadership Team	<ul style="list-style-type: none"> • Accountable to the Chief Executive Officer for POAL's Safety & Wellbeing compliance and business performance • Focus on creating a culture where S&W is the primary focus, where safety is prioritised over productivity and profitability • Review S&W performance of middle management • Attend senior leadership S&W leadership training that includes S&W leadership expectations • Approve the POAL S&W Management System and related processes • Monitor S&W performance at its weekly meetings • Demonstrate leadership and drive the development of the just safety culture • Develop and prioritise initiatives to address trust issues within the business with regards to the fear of speaking up, lack of follow up on safety issues raised and the perception that those who raise issues or follow safety rules will be discriminated against. • Embed safety and wellbeing as a core value through specific training led by the senior executive • Ensure appropriate resources are allocated for safety, wellbeing and rehabilitation • Ensure S&W objectives form an appropriate part of business plans and operational reports • Ensure each business unit implements their S&W plan • Ensure all reasonably practicable steps are taken to manage hazards and associated risks • Encourage comprehensive and meaningful employee engagement representation and participation in safety

	<ul style="list-style-type: none"> • Ensure incidents with injury consequences, or the potential for serious injury, are formally investigated, findings are circulated to relevant parties, and appropriate actions are taken to prevent reoccurrence • Follow up on incidents reported by the workforce and implement corrective actions
Managers	<ul style="list-style-type: none"> • Ensure that S&W is a line-management responsibility which is known and accepted at all levels • Define and communicate to the members of the business the responsibility, accountability and authority of persons who identify, evaluate or control HS hazards and risks • Embed safety and wellbeing as a core value through ensuring availability and attendance of direct reports for all relevant training requirements • Provide effective supervision to ensure the protection of workers' safety and health. • Promote cooperation and communication among members of the business, including workers and their representatives, to implement the elements of POAL SWMS • Fulfil the principles of SWMS contained in relevant New Zealand guidelines and implement a clear S&W policy and measurable objectives • Establish effective arrangements to identify and eliminate or control work-related hazards and risks, and promote health at work • Establish prevention and health promotion programmes. • Ensure effective arrangements for the full participation of workers and their representatives in the fulfilment of the S&W policy • Provide appropriate resources to ensure that persons responsible for S&W, including the S&W committees, can perform their functions properly; and • Ensure effective arrangements for the full participation of workers and their representatives in S&W committees, where they exist • Provide and maintain safe plant and systems of work (including, but not limited to, identifying, assessing and controlling hazards) • Ensure the safe use, storage and handling of substances • Provide adequate facilities for staff
Team Leaders	<ul style="list-style-type: none"> • Act as role models • Ensure that workers have the information, instruction, training and supervision that they need to work safely • Embed safety and wellbeing as a core value through ensuring availability and attendance of direct reports for all relevant training requirements • Consult with workers on staff changes • Maintain a safe working environment • Assist in developing preventive strategies • Assist in identifying, assessing and controlling hazards • Assist in Workplace Inspections, audits and incident investigation • Coordinate the collection, recording and analysis of S&W data • Facilitate rehabilitation of injured workers
Safety and Wellbeing Committee Representatives	<ul style="list-style-type: none"> • Attend and actively participate in scheduled S&W Committee meetings • Participate in developing and reviewing the safety and wellbeing management system, including this policy • Participate in reviews of all S&W risk data, including event reporting, hazard management, levels of engagement and safety and wellbeing activity

	<ul style="list-style-type: none"> • Encourage, monitor and review safety and wellbeing management practices in the workplace and make recommendations • Problem solve S&W matters and initiatives as they arise • Assist with event/incident investigation and resolution • Provide workers with a formal, visible way to have a voice in workplace S&W and provide a forum for workers who might not otherwise speak up about workplace safety and wellbeing matters. • Attend HSR approved training • Promote workers' interests in a S&W context • Communicate S&W updates to workers • Trained HSR's have powers that enable them to act on behalf of their work group, such as issuing Provisional Improvement Notices (PINs) or stopping unsafe activities
<p>Union Delegates and Representatives</p>	<ul style="list-style-type: none"> • Maintain effective collaboration with workers and POAL management on S&W matters • Focus on supporting a culture where S&W is the primary focus • Ensure all reasonably practicable steps are taken to manage hazards and associated risks • Ensure that workers have the information, instruction, training and supervision that they need to work safely • Assist in developing preventive strategies • Assist in identifying, assessing and controlling hazards • Encourage, monitor and review safety and wellbeing management practices in the workplace and make recommendations • Problem solve S&W matters and initiatives as they arise • Assist with event/incident investigation and resolution • Provide workers with a formal, visible way to have a voice in workplace S&W and provide a forum for workers who might not otherwise speak up about workplace safety and wellbeing matters. • Promote workers' interests in a S&W context • Communicate S&W updates to workers
<p>Workers</p> <p>A worker is an individual who carries out work in any capacity for POAL (e.g. employee, contractor, an apprentice or student on work experience)</p> <p>Workers can carry other responsibilities also (e.g. a Manager is also a worker)</p>	<ul style="list-style-type: none"> • Comply with relevant legislation, regulations, and codes of practice, standards and safe operating procedures either statutory or established by our organisation • Adhere to all safe working procedures in accordance with instructions. • Take reasonable care of themselves and others who may be affected by their actions • Ensure that they are accountable and responsible for S&W within their areas of responsibility • Use the appropriate personal protective equipment (PPE) and attend training that will help to work safely • Accurate reporting, recording and investigation of all work-related accidents and near-miss incidents • Understand the role of the S&W Committee Representatives • Participate in S&W activities, training and meetings as required • Follow emergency procedures and actively participate in drill procedures • Cease work and seek assistance or advice if unclear about safe methods of work or conditions • Use the S&W systems as required

	<ul style="list-style-type: none"> Actively participate in their rehabilitation and return to work programme should they be injured
<p>PCBU Stakeholders</p> <p>A person conducting a business or undertaking</p>	<ul style="list-style-type: none"> Take all reasonably practicable steps to ensure the safety of all personnel on site or who may be affected by the execution of the work Comply with relevant legislation, regulations, codes of practice, and best practice guidelines for health and safety in their work environment Ensure that they provide an induction for all contractors and subcontractors on site and that a daily brief is provided and have the appropriate training and equipment prior to commencing work Ensure employees have the appropriate PPE and that it is maintained in a serviceable condition and certified in accordance with applicable standards Prepare and implement an approved site/contract specific safety plan before work commences. This includes ensuring the safety plan is kept up-to-date and communicated to all affected parties for the duration of the contract To inform POAL or their Representatives employees of hazards the contractor may bring on site through the SSSP and when for low risk contractors, when they arrive at POAL Develop and maintain required registers e.g. Training, competency, hazard and incident Ensure their employees are trained or adequately supervised for the work they are intending to carry out Lead by example showing a visible commitment to providing a safe work environment Provide and maintain a safe working environment Attend PCBU Collaboration Meetings, Health and Safety Meetings and Site Coordination meetings, as requested by POAL

Relevant Legislation:

This policy and the POAL WAKA (HSMS-Health & Safety Management System) will ensure compliance with legislative requirements and current industrial standards that are listed in the Safety and Wellbeing Legal Register.

Policy Document Owner:

Vanessa Matakatea - Senior Manager – Safety and Wellbeing

This policy will be reviewed on a bi-annual basis or sooner should the need arise, to take account of new legislation, system improvement and organisational changes.

Board approval: 23 August 2021