

Aratoi Regional Trust – Health Safety and Wellbeing Policy

Reviewed: 03 July 2023

Approved: July 2023

Next Review: July 2025

Purpose

The health, safety and wellbeing of workers and visitors is of prime importance at Aratoi Museum of Art and History (Aratoi).

Aratoi is committed to both its legislative obligations under the Health and Safety at Work Act 2015, and to the continual development of its capability in respect to keeping the wider Aratoi whanau healthy, safe and well when they are engaged in Aratoi activities.

Statement of principles

1. Aratoi is committed to providing and maintaining healthy and safe working environments for our staff, volunteers, visitors and other workers we influence or direct.
2. This is achieved by everyone at Aratoi taking responsibility for their own health and safety, together with the safety and wellbeing of others. To this end, health safety and wellbeing at Aratoi is underpinned by the following principles:
 - a. We consider welfare of people and protection of museum and taonga in our decision-making
 - b. We consult widely, listen and work-together to improve health, safety and wellbeing outcomes
 - c. We develop our skills and knowledge, and know what is expected of us in our role
 - d. We promote and model positive health, safety and wellbeing behaviours always
 - e. We perform our role in a caring, safe and healthy way
 - f. We learn by sharing our experiences
 - g. We celebrate and recognise our successes

Content

1. It is the policy of Aratoi, so far as is reasonably practicable, to protect the health, safety and welfare of all workers, contactors or visitors to Aratoi; and to act in compliance with our legal obligations, including New Zealand standards and codes of practice relevant to a public space.
2. Within the general policy, Aratoi aims to effectively manage hazards and risks arising from its facilities or activities, and in particular Aratoi will:
 - a. provide and maintain a safe working environment for workers and visitors that is safe and without risk to health;
 - b. provide such information, instruction, training, and supervision as is necessary, to ensure that health and safety hazards and risks are identified, understood and managed effectively
 - c. establish health and safety objectives which will be reviewed regularly through the internal audit process and performance review processes to ensure continuous improvement in health and safety management
 - d. support workers through the provision of resources to achieve the required health and safety objective outcomes
 - e. require accurate reporting, notification and investigation of all injuries and incidents;
 - f. provide prompt, effective work based rehabilitation for all work related injuries, and non-work injuries where appropriate and possible;
 - g. provide the training and information necessary to the Director and other managers to ensure Aratoi maintains the appropriate level of competency in health and safety related matters
 - h. provide adequate consultation processes for health and safety matters, and actively encourage participation of workers and their representatives
 - i. provide a comprehensive occupational health and safety management system.
3. All Aratoi workers have responsibilities under the legislation requiring that no action, or inaction by the worker, causes harm to themselves or any others in the workplace. In particular, Aratoi requires all workers to:
 - a. report all incidents and injuries as soon as practical after the event
 - b. participate in the health and safety management systems in operation within Aratoi, including the use of safety equipment provided
 - c. report to the Director any identified risks to health and safety of staff or visitors
 - d. actively participate in rehabilitation for work related injuries/illnesses
 - e. completed as required any health and safety inductions, training and education as deemed mandatory by the Director

Responsibilities

1. The Director and Board are jointly accountable for implementing this policy, and for aligning other strategies with the strategies and operational frameworks of Aratoi
2. The Director will be responsible for Operational Management of this policy
3. Board Members are responsible for practicing good governance to manage health and safety risks.
4. Everyone at Aratoi is responsible for their health and safety, and to live the principles set out in this policy

Training

1. Health and Safety Induction Training is provided to all employed and volunteer workers at Aratoi. The training provides people with information to assist them in complying with health, safety and wellbeing legislation and regulations.
2. The Director is responsible for ensuring all new staff, volunteers, contractors or interns complete the induction training and understand what is expected of them to keep health and safe.

Monitoring and Reporting

1. Aratoi's health and safety performance will be monitored and reviewed by:
 - a. monthly reporting by the Director to the Aratoi Board
 - b. an annual health and safety performance report including goal setting and achievements, significant events, corrective actions and auditing results by the Director to the Board
 - c. external audits including the annual ACC audit process.