

# Te Rūnanga Group Policy

## Health, Safety and Wellbeing

November 2024

### 1. Policy Statement

- 1.1. Te Rūnanga Group will maintain clear workplace policies and procedures that mean kaimahi and contractors know how things are meant to be done and what is expected of them.
- 1.2. This Policy gives effect to the following Te Rūnanga Group values of:
  - a) **Whanaungatanga (family):** We will respect, foster and maintain important relationships within the organisation, within the iwi and within the community.
  - b) **Manaakitanga (looking after our people):** We will pay respect to each other, to iwi members and to all others in accordance with our tikanga (customs).
  - c) **Tohungatanga (expertise):** We will pursue knowledge and ideas that will strengthen and grow Ngāi Tahu and our community.
  - d) **Kaitiakitanga (stewardship):** We will work actively to protect the people, environment, knowledge, culture, language and resources important to Ngāi Tahu for future generations.
  - e) **Tikanga (appropriate action):** We will strive to ensure that the tikanga of Ngāi Tahu is actioned and acknowledged in all of our outcomes.
  - f) **Rangatiratanga (leadership):** We will strive to maintain a high degree of personal integrity and ethical behaviour in all actions and decisions we undertake.

### 2. Application

- 2.1. This Policy applies to:
  - a) Kaimahi across Te Rūnanga Group.
  - b) Contractors to Te Rūnanga Group.
  - c) Volunteers to Te Rūnanga Group.
  - d) Customers and manuhiri on any Te Rūnanga Group workplace.
  - e) Ngāi Tahu Whānau on any Te Rūnanga Group workplace.
  - f) Ngāi Tahu Appointments to External Organisations.
  - g) Directors, Representatives, and Alternates of Te Rūnanga Group.

collectively referred to in this Policy as “our people” or referred to separately where applicable.



- 2.2. “Te Rūnanga Group” for the purposes of this Policy has the meaning in the Charter of Te Rūnanga o Ngāi Tahu and includes the Office of Te Rūnanga o Ngāi Tahu, Ngāi Tahu Holdings Corporation and its Business Units. Any other entity within Te Rūnanga Group may opt into this Policy.

### 3. Purpose

- 3.1. The purpose of this policy is to set out principles and expectations for all our people to ensure they perform their duties safely and in accordance with the requirements of the Health and Safety at Work Act 2015
- 3.2. This policy must be read in conjunction with our other policies, procedures, standard operating procedures, guidance, and standards.
- 3.3. Our goal is to provide safe and healthy working conditions across all operations of Te Rūnanga Group for the prevention of work-related injury and ill health. This will be done while also growing health, safety and wellbeing performance to protect all kaimahi, contractors, manuhiri and customers from harm while working for, or visiting us.

### 4. Definitions

- 4.1. The following definitions apply to this Policy:

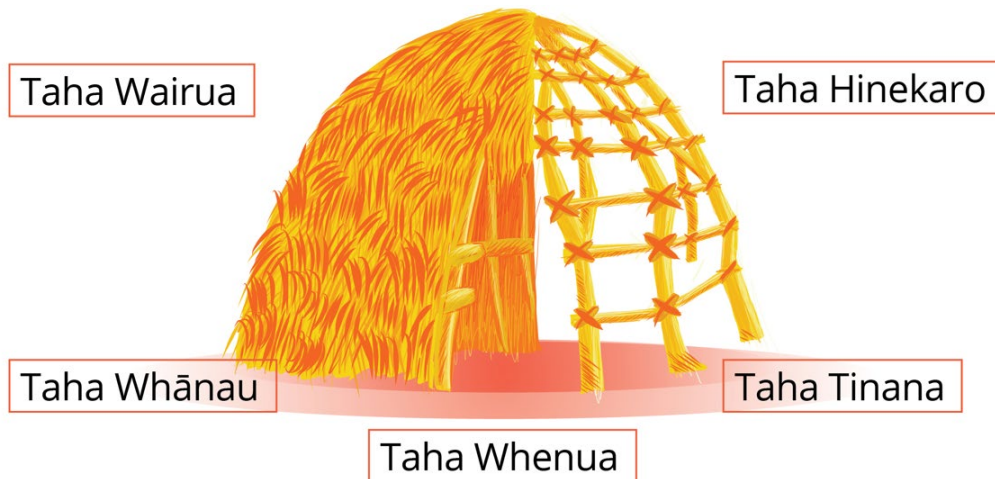
<b>Health, Safety and Wellbeing Management System</b>	A structured set of documents, registers and processes that establishes and maintains a culture of health and safety across all aspects of our operations. The purpose of the Te Rūnanga Group <b>Health and Safety Management System</b> is to provide safe and healthy workplaces to prevent work related injury and ill health to our kaimahi, contractors, volunteers, manuhiri and customers.
<b>Health and Safety Risk</b>	The combination of the likelihood of occurrence of a work-related hazardous event or exposure, and the severity of injury and ill health that can be caused by the event or exposure (as per ISO 45001).
<b>Hazard</b>	Source of a potential to cause injury or ill health.
<b>Āhuru</b>	The incident reporting, investigation, hazard reporting and safety documentation information management software that Te Rūnanga Group utilises for management and reporting.
<b>Health and Safety Representative</b>	The appointed or elected representative of workers within a work group who are responsible for advancing health, safety and wellbeing matters.

### 5. Excellence in Health, Safety and Wellbeing

- 5.1. Te Rūnanga Group reflects the application of the principles established within International Organisation for Standardisation (ISO) 45001 Occupational Health and Safety Management Systems standard.
- a) Leadership commitment,
  - b) Worker participation,
  - c) Hazard identification and risk assessment,



- d) Legal and regulatory compliance,
- e) Emergency planning,
- f) Incident investigation and
- g) Continual improvement.



- 5.2. The principles that guide Te Rūnanga Groups approach to health, safety and wellbeing are integrated with the He Wharerau Ora framework. Acknowledging the interconnectedness of the physical, mental, spiritual and whānau health, mirroring the structure of a wharenui where each wall represents a different dimension of health. This approach ensures that the wellbeing of individuals and the collective is balanced and harmonious.
- 5.3. Through Te Rūnanga Group's Health, Safety & Wellbeing Management System, we use all reasonably practicable steps to ensure that:
- a) Our health, safety and wellbeing objectives are set, achieved, and performance monitored, with a view to continual improvement.
  - b) We comply with, or exceed, legislative and other applicable requirements.
  - c) Hazards are identified and eliminated where reasonably practicable. Where elimination is not practicable, the hierarchy of controls shall be applied to reduce and manage Health and Safety Risk by:
    - Substituting with less hazardous processes, operations, materials or equipment
    - Utilising engineering controls and reorganisation of work
    - Applying administrative controls, including training
    - Using adequate personal protective equipment (PPE).
  - d) Incidents and occupational illnesses are prevented, or otherwise investigated with efforts to learn and reduce future risk.
  - e) We actively consult with, and provide opportunities for, kaimahi engagement and participation in health, safety and wellbeing matters.



- 5.4. If you have anything to report, please let your manager, your Health and Safety Representative or your Health, Safety & Wellbeing team know immediately. Reporting hazards and incidents must also be made using our system Āhuru.

## 6. Roles and Responsibilities

- 6.1. Te Rūnanga Group strives to achieve continuous improvement within our health, safety and wellbeing system, this helps us ensure that everyone who goes to work, or visits our workplaces, goes home healthy and safe. We expect you to share our commitment to health and safety by:
- a) Communicating with us,
  - b) Openly voicing your concerns,
  - c) Adhering to our requirements and working with us to achieve our collective goal to keep people healthy and safe.
  - d) This includes correcting (if it is safe to do so) and reporting hazards,
  - e) Reporting incidents and occupational health concerns (regarding physical health, mental health and wellbeing) via Āhuru, in addition to engaging with your HSW Advisor,
  - f) Bringing any health, safety and wellbeing matters or suggestions to our attention and
  - g) Advising your Manager of any other health, safety and wellbeing related matters.

## 7. Non-compliance with this Policy

- 7.1. Any suspected breach of, or non-compliance with, this Policy will be addressed with applicable Te Rūnanga Group policies and procedures.
- 7.2. In the case of kaimahi, any breach of, or non-compliance with, this Policy could be considered serious misconduct and result in disciplinary action being taken, up to and including summary dismissal.
- 7.3. In the case of contractors, any breach of, or non-compliance with, this Policy, may warrant their Contract for Services to be terminated.

## 8. Related Legislation, Policies and Procedures

- 8.1. Everyone performing a function under this policy is required to comply with all applicable legislation (and any successor legislation) regulation and internal policy or guidance, including but not limited to:
- a) Health and Safety at Work Act 2015
  - b) Health and Safety at Work (General Workplace and Risk Management) Regulations 2016
  - c) Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016
  - d) Te Rūnanga Groups Health, Safety and Wellbeing System and its associated processes and procedures, including but not limited to the Health, Safety and Wellbeing Manual.





## 9. Document History and Version Control

<b>Title</b>	Health, Safety and Wellbeing Policy				
<b>Category</b>	Health, Safety and Wellbeing				
<b>Audience</b>	Te Rūnanga Group Kaimahi				
<b>Version number</b>	V3.0	<b>Last approved</b>	November 2024	<b>Next review</b>	November 2029
<b>Owner</b>	GM Corporate Services (GM Safety & Wellbeing)	<b>Reviewer</b>	Tuhiraki, Kaunuku,	<b>Approvers</b>	TRoNT CEO and NTH CE  Te Rūnanga Kaiwhakahaere and NTHC Board Chair
<b>History</b>	V1 – 2021 1 <sup>st</sup> Group policy created				
	V2 – 2022 updated with current approvers				
	V3 - 2024 policy reviewed to ensure compliance with Group Policy Framework requirements				

