

# Workplace health, safety and wellbeing policy

## Policy statement | Te ito o te kaupapa-here

This policy sets out the workplace health, safety and wellbeing roles and duties for officers and workers of the Reserve Bank - Te Pūtea Matua (RBNZ), a PCBU under the Health and Safety at Work Act 2015 (the Act). The policy describes the activities RBNZ will undertake to provide leadership and assurance for health, safety and wellbeing at Te Pūtea Matua.

## Objectives | Ngā whāinga

This policy:

- demonstrates the Board's commitment to the management of health, safety and wellbeing at RBNZ
- contributes to Board members' compliance with the Act
- contributes to ensuring RBNZ employees understand their responsibilities under the Act
- contributes to ensuring that RBNZ provides safe and healthy workplaces for everyone.

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### 1. Principles | Mātāpono

1. Everyone has the right to work in a healthy and safe environment.
2. Everyone at our workplaces should be given the highest level of protection from harm to their health, safety and wellbeing as is reasonably practicable
3. Health, safety and wellbeing is recognised as everyone's responsibility across Te Pūtea Matua.

## 2. Definitions | Tautuhi

<b>Health and Safety at Work Act 2015 (the Act)</b>	New Zealand's key work health and safety legislation, along with regulations made under that Act.
<b>Health, Safety and Wellbeing</b>	<p>The physical and mental health and wellbeing of workers and visitors. The Act refers to Health, Safety and Welfare. We use the term Wellbeing at Te Pūtea Matua.</p> <p>Welfare is the state of doing well especially in respect to good fortune, happiness, wellbeing or prosperity.</p> <p>Wellbeing encompasses quality of life and the ability of people and societies to contribute to the world with a sense of meaning and purpose.</p>
<b>Duty holders under the Act</b>	<p>A duty holder is a person who has a duty under the Act.</p> <p>There are 4 types of duty holders: PCBUs, officers, workers and other persons at workplaces.</p> <p>We are all duty holders at RBNZ under the Act.</p>
<b>Hazard</b>	A hazard that has the potential to cause harm to our people, our workplace or the environment.
<b>Notifiable event</b>	The death or notifiable injury or illness of a person, or a notifiable incident as defined in the Act. These are very serious events such as amputation, serious head or eye injury, loss of bodily functions, serious infection or illness that requires immediate hospital treatment.
<b>PCBU</b>	<p>A 'PCBU' is a person conducting a business or undertaking', and may be an individual or an organisation. The RBNZ is a PCBU.</p> <p>A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the 'primary duty of care'.</p>
<b>Psychosocial/Mental Health hazards or factors</b>	Anything that impacts, either by design or management, the mental health of workers i.e. high job demands, bullying and harassment, exclusion, lack of cultural safety, poor support etc.
<b>Officer</b>	<p>A person occupying a position in the PCBU that is comparable with a director of a company, or that allows the person to exercise significant influence over the management of the PCBU.</p> <p>Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.</p> <p>At RBNZ, the Officers include each Board member.</p>
<b>Worker</b>	<p>An individual who carries out work in any capacity for a PCBU. This includes an employee, a contractor or subcontractor and their employees, an employee of a labour hire company assigned to work in the PCBU, or a person gaining work experience.</p> <p>Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.</p>

<b>Worker engagement and participation</b>	<p>Engagement is how we involve our workers in health and safety matters and decisions in the workplace.</p> <p>Participation is one way for our workers to raise health and safety concerns, suggest ways to improve health and safety, and make decisions as part of a forum with representation from across Te Pūtea Matua.</p>
<b>Workplace</b>	The workplace is defined as any place RBNZ business is being conducted (which includes the home office).
<b>Other persons at workplace</b>	<p>Examples of other persons at workplaces include workplace visitors.</p> <p>Other persons have their own health and safety duty to take reasonable care to keep themselves and others safe at a workplace.</p>

### 3. Duties in the Act

Every person covered by this policy has a duty under the Act. In some cases a person can have more than one duty. Duties may not be transferred or delegated to other people.

#### 3.1. RBNZ duties as a PCBU

RBNZ has a primary duty of care to ensure that it has eliminated or minimised risks to health, safety and wellbeing so far as is reasonably practicable, noting that health is defined as being both physical and mental. RBNZ must ensure there are effective practices in place for:

- providing and maintaining a safe and healthy work environment for all our people, visitors or others using our facilities or services on our business premises or who might otherwise be put at risk from our activities.
- providing any information, personal protective equipment, training, instruction, or supervision that is necessary to protect all people from risks to their health, safety and wellbeing arising from the work carried out for RBNZ
- ensuring accurate and timely reporting, recording and investigation of all workplace incidents and near misses
- supporting injured people by assisting with their rehabilitation plans to enable a safe, durable and early return to work
- identifying, assessing and controlling all existing and new risks and hazards in the workplace that people may be exposed to
- developing and maintaining worker participation and engagement practices designed to assist all of our people to play a role in improving health, safety and wellbeing within the workplace
- promoting a system of continuous improvement including regular review of policies, guidelines and procedures
- safe use, handling and storage of plant, substances, and structures

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- monitoring the health of workers and the conditions at the workplace to prevent illness or injury to workers arising from the work carried out
- notifying Worksafe as soon as practicable after becoming aware that a notifiable event has occurred
- to set the strategy and annual plans for workplace health, safety and wellbeing at RBNZ
- ensure that RBNZ's workplace health, safety and wellbeing system is fit-for-purpose, meets the requirements of the Act, is effectively implemented and used, regularly reviewed and continuously improved.

RBNZ has responsibility for both the physical and mental wellbeing of workers and visitors in the work environment.

RBNZ contracts services such as cleaning and security from other firms. The shared responsibility with other PCBUs requires effective practices for consulting, cooperating and co-ordinating activities.

### 3.2. Board Officer duties

Board members are officers of the RBNZ and must exercise due diligence to ensure that the RBNZ complies with its duties and obligations under the Act. Board members must also comply with their individual duties as workers.

Board members must exercise due diligence by taking reasonable steps to:

- keep their knowledge of work health, safety and wellbeing matters up-to-date
- be informed about RBNZ's operations and the associated hazards and risks
- ensure RBNZ has appropriate health, safety and wellbeing processes for receiving and considering information about incidents, hazards and risks, and for responding to that information in a timely way
- ensure RBNZ has resources and processes for complying with its duties and to invest in initiatives that actively promote health, safety and wellbeing within the workplace
- verify that these resources and processes are in place and being used.

### 3.3. Worker duties

Workers are accountable for maintaining a safe and healthy workplace (including in their home office) and are required to:

- take reasonable care for their own health, safety and wellbeing including by notifying their manager of any concerns and keeping their workspace clean and tidy
- take reasonable care that their acts or omissions do not adversely affect the health, safety and wellbeing of anyone else

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- comply, as far as they are reasonably able, with any reasonable instruction that is given by RBNZ to allow RBNZ to comply with this Act or regulations, including use of personal protective equipment
- co-operate with any reasonable RBNZ policy, process, or procedure relating to health, safety and wellbeing at the workplace that they have been notified of
- report all incidents and near-misses as well as pain and discomfort as soon as possible
- assist in hazard identification and management within their area.

### 3.4. Leadership and manager duties

To ensure RBNZ meets its duties people leaders are required to:

- ensure workers comply with the Bank's procedures and follow any instructions given to ensure the Bank meets its health, safety and wellbeing duties
- monitor work areas for injury prevention purposes on a regular basis
- ensure all incidents and near-misses and hazards are reported promptly
- assist in the investigation of all incidents and near misses and hazards in a timely way
- ensure a Lessons for the Future form is completed as required, based on the health and safety incident
- work with People and Capability to support and monitor workers being rehabilitated
- role model positive attitudes towards health, safety and wellbeing.

### 3.5. Health, Safety and Wellbeing Group

We encourage worker engagement and participation in health, safety and wellbeing. A safe and healthy workplace is more easily achieved when everyone involved in the work communicates with each other to proactively identify hazards and risks, actively contributing to health, safety and wellbeing issues and solutions.

Our Health, Safety & Wellbeing Group is made up of trained representatives from each Group and office (Auckland and Wellington).

The group has a documented Terms of Reference which describes its purpose and how the members operate to fulfil their duties.

### 3.6. Other persons at workplace duties

Other persons, including Tenants, Contractors and Visitors when on RBNZ premises are required to:

- take reasonable care for their own health, safety and wellbeing and that of others
- comply with any reasonable instruction that is given by RBNZ to allow RBNZ to comply with this Act or regulations, including use of personal protective equipment.

## 4. Monitoring and reporting health, safety and wellbeing performance

Health, safety and wellbeing reports provided to the Executive Leadership Team and the Board will be risk based, comprehensive and include information such as (but not limited to):

- information on any new or emerging critical risks or significant increase in risk for current hazards
- notifiable or major events and their investigations including where Worksafe has been engaged, (noting timely engagement of such events)
- results of the assurance activity either directly or through the Audit Committee as appropriate
- progress against set objectives
- harm prevention activity in progress such as health, safety and wellbeing-related training, or maintenance programmes
- summary data on performance indicators and events including near misses, injuries, and work-related ill health, Employee Assistance Programme (EAP) utilisation and workplace ACC claims.
- current status of critical risks, including results of any exposure monitoring.