



## HEALTH, SAFETY AND WELLBEING POLICY

*Te Kupenga is a leading provider of Catholic thought leadership, knowledge and faith formation in Aotearoa New Zealand and is the home of three national agencies: the Catholic Theological College, responsible for providing approved tertiary qualifications; the National Centre for Religious Studies, responsible for supporting religious education in Catholic schools; and the Nathaniel Centre for Bioethics, responsible for research and advocacy on bioethical issues.*

*For those undertaking a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.*

### Purpose

Safe and healthy environments demonstrate respect for the inherent dignity and worth of each person. Te Kupenga is committed to providing a safe and healthy place for our community. This policy outlines the main responsibilities for achieving that outcome by:

- promoting safety and security
- promoting attitudes of respect for both people and property
- ensuring a safe environment with conditions which are conducive to high quality teaching, learning and other work.

This policy is guided by the *Health and Safety at Work Act 2015*.

### Scope

The policy applies to all Te Kupenga employees, students, contractors, volunteers (including governance board and advisory board members) and visitors on all sites. It should be read alongside the health and safety policies applicable at the sites where Te Kupenga is hosted by another building owner. In the event of any conflict between the Te Kupenga policy and the host policy, the host policy will apply.

The policy is supported by the *Te Kupenga Health and Safety Manual*, which contains detailed guidance, specific procedures and forms. Reference should also be made to the following policies and procedures, which support staff wellbeing:

- Staff Code of Conduct
- Employment
- Flexible Working
- Professional Growth and Goal Setting.

## Responsibilities

### *Governance Board and Chief Executive*

The Governance Board (the Board), as the employer, has ultimate accountability for the health and safety of the Te Kupenga community. The Chief Executive is responsible for day-to-day overview of Health and Safety at Te Kupenga, and for ensuring plans and policies are actioned.

The Board, with the support of the Chief Executive, will:

- provide a safe and healthy work environment, including review of an annual health and safety programme
- review relevant health and safety matters through a standing agenda item at each Board meeting
- maintain a register of all incidents/accidents and responses, updated and reviewed at each board meeting
- review any high-risk hazards and mitigations between meetings, as reported by the Chief Executive to the Board Chair
- proactively ask staff whether they have any health and safety concerns
- conduct an annual survey of staff wellbeing.

### *National Health and Safety Officer*

The National Health and Safety Officer works closely with the Chief Executive to:

- develop and communicate health and safety procedures, as outlined in the *Te Kupenga Health and Safety Manual*
- develop an annual health and safety programme, in consultation with staff, which identifies needs and provides education and/or training
- ensure that health and safety issues are routinely considered as an agenda item at meetings for staff and Leadership Team meetings
- ensure accurate reporting and recording of health and safety matters, and respond promptly to concerns raised
- ensure that fully-equipped emergency and First-Aid kits are maintained and kept in accessible places
- ensure a whole-of-organisation approach to health and safety, including incorporating health and safety in position descriptions and as a measurable outcome of an individual's performance appraisal where appropriate
- comply with legal and organisational obligations, including maintaining up-to-date information on changes to health and safety legislation, regulations and codes of practice.

### *Local Health and Safety Contacts*

Each location managed by Te Kupenga will have a designated Health and Safety Contact, responsible for liaising with National Office to coordinate local requirements related to Health and Safety on the premises. Local Health and Safety Contacts must:

- be familiar with the Health and Safety Policy and Manual, and assist staff, visitors and others on the site to follow them
- maintain a record of visitors and contractors on the premises
- conduct regular health and safety inspections
- assist staff as outlined in the Health and Safety Manual if an accident or emergency occurs
- support staff reporting and responding to any health or safety issue, including hazards, incidents and accidents, as soon as possible.

### *Employees*

Te Kupenga employees need to be aware of their responsibilities and comply with the Te Kupenga health and safety policy and manual. Each employee is expected to take personal responsibility for helping to maintain a safe and healthy workplace through:

- active participation in the workplace health and safety system
- adhering to correct procedures as set out in the *Health and Safety Manual* for their local office
- reporting and responding to any health or safety issue, including hazards, incidents and accidents, as soon as possible
- assisting new employees, students, contractors, volunteers and visitors to understand relevant safety procedures and comply with them
- Should any situation arise when an employee has a significant concern about the health and wellbeing of a member of the Te Kupenga community, and that person is reluctant to raise the matter with their manager or another senior person, then the employee has an obligation to bring the matter to the attention of their manager or appropriate authority, so that it can be addressed.

### *Teaching Faculty*

Teaching faculty have a particular responsibility for the health and safety of students, as outlined in the Lecturer Manual.

### *Students, Contractors, Volunteers and Visitors*

Students, contractors, volunteers and visitors are expected to take personal responsibility for helping to maintain a safe and healthy workplace by:

- adhering to correct procedures as set out in the *Te Kupenga Health and Safety Manual*
- reporting any health or safety issue, including hazards, incidents and accidents, as soon as possible
- complying with reasonable instructions in the course of any health and safety incident.

### **Approval & Review**

The Health, Safety & Wellbeing Policy is subject to a two-yearly review. The *Health and Safety Manual* should be reviewed at the same time. Review is the responsibility of the Governance Board.

Issued: 28 August 2020

Latest review: April 2025

Next review: April 2027