

Health and Safety



Policy Type – Human Resources

Purpose:	To provide the framework for providing a safe and healthy environment for everyone in YHA's workplaces.
Associated Documents:	Health and Safety at Work Act 2015 and its Regulations Position Descriptions Performance Appraisal documents
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Policy Statement

YHA New Zealand is committed to a safe and healthy:

- workplace for everyone using YHA's locations as a place of work.
- hostel experience for guests, including those participating in YHA's volunteer programme.

Health and Safety Management

In support of an effective H&S management system, YHA will work towards the following:

Commitment and Continual Improvement

- Provide H&S leadership to YHA via the Senior Leadership Team and maintain this commitment at a senior level via the H&S Steering Group.
- Set and review H&S objectives via Hostel Business Plans
- Set and review H&S performance criteria for managers and staff via the annual Performance Appraisal process.
- Promote a system of continuous improvement, including regular reviews of the H&S management system, plans, information and training and H&S related information, policies and procedures.
- Meet YHA's obligations under the Health and Safety at Work Act 2015 and its Regulations, codes of practice, and other relevant standards or guidelines.
- Provide regular reporting to the Chief Executive on H&S performance and issues and ensure the National Board has the H&S assurance information it requires.

Risk Management

- Identify hazards that are reasonably foreseeable risks to H&S. Take reasonably practicable steps to eliminate risks, or minimise these risks so far as reasonably practicable.
- Monitor standards and performance at hostels via a regular H&S internal audit process.
- Take reasonably practicable steps to ensure travel activities sold at hostels and via customer services comply with relevant regulatory safety requirements.

Information, training and supervision

- Ensure that employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their jobs in a safe manner.
- Ensure that all employees know the H&S resources and processes in place to record and report hazards, accidents and near misses.

Accident reporting and investigations

- Encourage accurate and timely reporting and recording of all accidents, injuries and near misses.
- Investigate all reported accidents and injuries to identify contributing factors and develop plans for preventing it happening again.
- Actively encourage the early reporting of any pain or discomfort.

Employee participation

- Encourage employee engagement and participation in providing a healthy and safe environment for everyone in YHA's workplaces.

Emergency preparedness

- Ensure compliance with fire safety and emergency evacuation requirements.

Contractor and volunteer management

- Provide a process that confirms contractors and subcontractors are actively managing health and safety while in YHA's workplaces.
- Ensure contractors and subcontractors are made aware of hazards present on YHA sites.
- Provide participants in YHA's volunteer programme with a safe volunteering experience and ensure they understand their responsibilities for H&S as YHA volunteers.

Return to work of injured employees

- Assist with treatment and rehabilitation plans that ensure a safe, early and durable return to work.

Employee responsibilities

Every employee is expected to share in the commitment to health and safety.

- Every manager and supervisor is accountable to YHA for the health and safety of employees working under their direction.
- Each employee is expected to help maintain a safe and healthy workplace through:
 - Following all safe work policy, procedures and instructions.
 - Always using the safety equipment and clothing provided.
 - Reporting all incidents, injuries and hazards to their manager.
 - Reporting early any pain or discomfort they experience while undertaking their work.
 - Taking an active role in any treatment and rehabilitation plans, to help with their early and durable return to work.
- Every employee shall take reasonable care for their own safety and of everyone else at their workplace.