

# Health and Safety



## Policy Type – Human Resources

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<b>Purpose:</b>	To establish YHA’s commitment to getting everyone home healthy and safe every day.
<b>Associated Documents:</b>	Health and Safety at Work Act 2015 and its Regulations Health and Safety Plan
<b>Author:</b>	Manager, Corporate Services

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### Policy Statement

YHA New Zealand is committed to a safe and healthy workplace and hostel experience for all.

### Health and Safety Management

H&S is everyone’s responsibility. Our H&S Plan sets out that we will:

#### Leadership

- Provide effective H&S governance
- Demonstrate our commitment to H&S in a way that builds safety culture
- Provide H&S leadership to YHA via the Senior Leadership Team and the H&S Steering Group.
- Continually improve our H&S management system and performance
- Make budget provision for L&D and train people how to work safely and keep others safe
- Keep the intranet relevant as our H&S communication and information hub.
- 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.

#### Risk Management

- Identify, assess and communicate YHA’s H&S risks
- Ensure these risks are controlled and relevant training provided
- Monitor accident trends and the effectiveness of risk controls.

## People Engagement

- Do our best to provide effective communication about H&S
- Empower workers and representatives to care about H&S
- Be clear about everyone's responsibilities:

### Employee responsibilities

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

- Every manager and supervisor is responsible for developing and supporting a positive H&S culture.
- Every 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.