**Younity Limited Health and Safety Policy 2020**

**CONTENTS**

[Younity Ltd – Health & Safety Policy Statement 2](#_gjdgxs)

[Health and Safety Code of Conduct 3](#_30j0zll)

[Operational Policies 5](#_1fob9te)

[Management responsibilities 5](#_3znysh7)

[Personal responsibilities 5](#_2et92p0)

[Hazard and risk management 6](#_tyjcwt)

[Reasonably practicable steps 7](#_3dy6vkm)

[Hierarchy of controls 8](#_1t3h5sf)

[Visitors and visiting 9](#_4d34og8)

[Drugs and alcohol 9](#_2s8eyo1)

[Injury Management 10](#_3rdcrjn)

# Younity Ltd – Health & Safety Policy Statement

Younity Limited (Younity) is committed to ensuring the safety of our workers and customers, as well as that of visitors and contractors on the company premises. We recognise the positive impact that enhanced health and safety brings to the business, our workers and our stakeholders.

Health and safety is everyone’s business and everyone is expected to share in our commitment to minimise risk to effectively reduce the incidence of workplace accidents, which may cause personal injury, property damage or loss of any kind. Furthermore, workers are encouraged to be involved in decisions concerning; changes to facilities, work procedures, or any other area that may affect the health and safety of workers and other visitors to our workplace

Younity Ltd will provide and maintain a safe working environment and actively assess workplace risks and manage workplace hazards. All reasonably practicable steps will be taken to prevent harm occurring to workers and other people at our workplace and their health, safety and welfare will be actively promoted by:

* + Complying with all relevant health and safety legislation, standards and codes of practice.
	+ Ensuring the PCBU (business owner), officers and workers understand, actively participate, and are accountable for health and safety as we exercise our duties.
	+ Providing training, to assist in the promotion of a healthy and safe workplace.
	+ Ensuring all contractors, sub-contractors and visitors recognise the need to comply with the company’s health and safety practices.
	+ Encouraging workers to recommend practices, which enhance the health and safety standards and to continuously improve health and safety practices.
	+ Supporting, through appropriate rehabilitation and return to work strategies, any workers who are injured at work.
	+ Actively assessing workplace risks and managing workplace hazards with timely and appropriate controls.
	+ Ensuring a health and safety representative is elected if requested by a worker, as is required by a business with over 20 workers.

Individual workers are expected to co-operate in the objective of making this a healthy and safe workplace and therefore are required to:

* + Take reasonable care for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace;
	+ Observe and practice safe work methods, rules and instructions relating to their work.
	+ Report any unsafe work condition, unsafe work practices, any faulty appliance or piece of equipment, any accident and/or incident to their manager immediately.
	+ Minimise and eliminate workplace hazards/risks wherever possible, if it is within their abilities.
	+ Wear the relevant personal protective equipment required for their place of work.
	+ Ensure that no action or inaction by them will cause any harm or injury to any other person.
	+ Participate in the continuous improvement of the company’s health and safety practices.

# Health and Safety Code of Conduct

Under the Health and Safety at Work Act 2015 (**HSWA**), a **Worker** is defined as being an individual who carries out work in any capacity for a business or undertaking. Workers includes Employees, Contractors or Subcontractors, Employees of Labour Hire Companies, Apprentices or Trainees, people doing work experience or work trials and volunteer workers.

The policies set out below form part of the overall strategy to ensure the safe, efficient, and profitable operation of our business. These policies apply to all Workers (including any Contractors or Subcontractors) carrying out work for Younity NZ.

Employment or a contract with Younity NZ shows your acceptance of the responsibilities as outlined in the following pages.

Breaches of these policies could lead to disciplinary action, up to and including termination of employment or contract.

**The following is a health and safety Code of Conduct to which all Workers of Younity NZ must agree and adhere to.**

**A Worker:**

* Must have completed Younity’s Health and Safety induction via WorkPro prior to commencing work. If engaged on a client site, a Worker must also complete the client’s Health and Safety induction on their first day.
* Must not knowingly place themselves, others, Younity or their clients at risk.
* Must immediately inform their Manager, Supervisor or Younity’s Representative if they believe that they cannot safely carry out some aspect of their duties due to a lack of knowledge, experience, skill, training, supervision, correct processes, potential hazards or equipment.
* Must carry out their duties with diligence and integrity in any situation and must not do anything that could harm themselves, others, the quality of their work, or the reputation of Younity.
* Must ask for further information or instruction if they lack certainty over any matter, and must only proceed when they are confident to do so.
* Must comply with all lawful rules and policies of Younity (and client if applicable), as well as with all relevant legislation and industry good practice.
* Must comply with all information-recording requirements by completing all forms that are part of overall Younity (and client) business management systems, and ensuring those forms are submitted in time for processing.
* Must also complete any forms for the client’s own reporting processes when recording an incident on site.
* Must follow the rules of a client’s site. If site rules don’t exist, are not applied, or are less stringent than our own, we may decide (after discussion) to adhere to our own policies and procedures.
* Must carry out and record, where applicable, all site or process inspections before beginning their work activities.
* Must keep their work areas and surrounds tidy. They must store equipment correctly and safely when not in use.
* Must be in a fit state to work and must inform the Manager if they are unwell or otherwise incapacitated. They must not be under the influence of drugs or alcohol during work hours, and anyone considered to be under the influence will be sent home pending investigation. Notwithstanding the prohibition on Workers being under the influence of alcohol during work hours, alcohol may be consumed from time-to-time during work hours for social occasions with prior management approval.
* Must report incidents involving injury or harm, damage to property, or any serious near-miss situation on the appropriate form to both Younity and the Client within 48 hours of occurrence. Any notifiable incidents (as defined in the HSWA) must also be reported to WorkSafe New Zealand (**WorkSafe NZ**).

# Operational Policies

The following individual policy statements relate to Health and Safety.

## Management responsibilities

1. The Directors are ultimately responsible for ensuring the safe and efficient running of this organisation. They must ensure that the arrangements outlined in this document are complied with and that they provide the means to achieve this compliance.

Team Managers that report directly to the Directors and are responsible for ensuring that:

* Workers understand and comply with the operational policies; and
* Workers have the means and the knowledge to carry out their work safely.
1. The Management team has an obligation to ensure safe working procedures and practices are developed, understood, and applied by everyone at every level. This is fundamental to the ongoing protection and wellbeing of Workers and of the business itself.
2. The competency and adequacy of contractors’ health and safety systems will be one factor taken into account when selecting a contractor to ensure work is completed safely. Younity’s policies and conditions will be communicated at a pre-contract stage to contractors, and their on-site safety performance will be monitored.
3. Managers at all levels will have an open-door approach to all health and safety-related matters. Workers are encouraged to raise concerns, and the various parties will be expected to work together in good faith to seek resolutions.
4. Managers at all levels will be expected to engage in regular reviews of operations to ensure shortcomings are identified and where applicable, remedies are applied. Critical issues will be immediately reported to the Directors.
5. Younity will seek advice from appropriate external agencies when a hazardous situation or procedure is beyond our collective expertise.
6. Younity will ensure suitable health monitoring is carried out by appropriate external agencies when there is an identified risk to health.
7. The Management team will meet at least once a year to review the previous year’s Health and Safety performance and set goals for the coming year. This information will then be relayed back to all Workers.

## Personal responsibilities

* The Company has a ‘Zero Harm’ philosophy and believes that the safety of our people and anyone else who could be harmed by our activities must be the prime consideration under all circumstances. While at work, we all have a duty to take reasonable care for our own health and safety and for the health and safety of anyone else who may be affected by our acts or omissions at the workplace and comply with all reasonable instructions in relation to health and safety issues at work.
* A Workermust immediately inform the Manager if they believe that they cannot safely carry out some aspect of their duties due to a lack of knowledge, experience, skill, training, supervision, correct processes or equipment. Younity does not want or expect its Workers to put themselves or others in harm’s way.
* Younity and all its Workers, will comply with all relevant Acts, Regulations, Standards, Codes of Practice and recognised Industry Good Practice at all times. Ignorance of the Law is not an acceptable excuse, and all Workers are expected to be aware of their legal responsibilities.
* Workers must comply with all lawful rules and policies of Younity, and understand that these rules and policies are subject to regular review and may change over time. Younity will make every effort to ensure that those concerned are kept updated on these changes.
* Workers must keep their work areas tidy. They must store tools and equipment correctly when not in use.
* A Manager may require an employee to take sick leave or suspend an employee in accordance with the terms set out in the employee’s individual employment agreement without loss of normal wages if the Manager believes the employee is unwell or otherwise incapacitated to a degree that they could cause harm to themselves, others, or Younity. The employee may later be required to attend a meeting to review the situation.
* A Manager (or client Manager) may require a contractor (or contract Worker of Younity) to stop work until the Manager is confident that work can safely be resumed if they believe a contractor is unwell or otherwise incapacitated to a degree that the contractor could cause harm to themselves, others, or Younity.
* Workers must report incidents involving injury or harm, damage to property, or any serious near-miss situation on the appropriate form within 48 hours of occurrence. If engaged on a client site, this includes reporting to both Younity and the client. The Manager(s) will then investigate the underlying causes and put controls in place to prevent reoccurrence.
* Younity is under no obligation to accept or support any previously undocumented claim that occurs after the 48-hour grace period or without prior discussion.

## Hazard and risk management

One of the key goals of Younity is to continually reduce the likelihood of harm through constant vigilance and by applying good practice. We believe every Worker has the right to expect to work in a safe environment and to go home unharmed at the end of the day. To achieve these goals, we expect all Workers to take an active part in looking after the safety and wellbeing of themselves and those around them.

In keeping with the legal requirements to take ‘reasonably practicablesteps’to ensure the safety of Workers. All Workers are expected to use these tools as part of their recording and reporting processes and to ensure that the Manager is informed of any significant issues.

Where there is a risk to a worker’s health Younity will put in place appropriate measures to monitor the worker’s health by way of annual monitoring or of a frequency determined by the external occupational health provider.

A Contractor without suitable hazard and risk management tools of their own will be expected to faithfully apply Younity’s systems and processes.

Hazard and risk management documents have been designed to ensure that Workers plan their work; identify problems, hazards, and risks well in advance; and apply effective control techniques before the work begins. Workers must complete all documentation related to their job or specific tasks promptly and carefully.

The following tools are available to provide a range of active hazard and risk management opportunities and where each tool is appropriate, its use is mandatory.

* **Risk Matrix**

All hazards must be assessed for the level of risk they pose. The process requires an initial assessment to be carried out on the hazard, without controls in place. This will give a better picture of what may be done to reduce the problem. Once controls have been determined, a second assessment must be done to determine if the residual risk is within acceptable levels. If not, then more effort is required.

* **Hazard and Risk Register**

The Hazard Register is a record of all significant hazards that have not been eliminated and may be present in our workplace. Any hazard reported to the Manager will be evaluated for degree of risk posed and if appropriate, be entered into the register. The Register will be regularly re-evaluated to ensure it remains up to date.

* **Emergency Planning**

A work plan must include a planned response to potential emergencies that could arise while the work is being carried out.

* **Individual Contractor Workplace Assessment**

All Contractors must complete and return the workplace contract assessment during the first week of their contract engagement.

* **Job / Site Inspection**

Regular inspections must be carried out and documented so that issues can be identified and addressed.

##

## Reasonably practicable steps

1. In managing hazards, Younity expects its Workers to adhere to the ‘Reasonably Practicable Steps’ model set out in the HSWA, and to approach risk management with logic and care.
2. When evaluating potential controls for hazardous situations, reasonably practicable steps include determining risk level; considering what is known about the hazard/s and the type and availability of controls; and applying the ‘Hierarchy of Controls’ model to find the best outcome.

## Hierarchy of controls

1. As part of the Reasonably Practicable Steps requirement, there is a requirement to apply the Hierarchy of Controls (Eliminate or Minimise) when dealing with hazards. Younity expects its Workers to meet the Hierarchy of Controls requirement while carrying out its business operations. If a significant hazard is identified at any stage, the following actions must be considered.

Consideration 1: **Eliminate**

Can the hazard be removed completely or even temporarily? If not, can parts of the hazard be eliminated? Where possible, to eliminate will always be our preference.

Consideration 2: **Minimise**

Can something be done that will reduce the level of risk to a more acceptable level? In order of decreasing effectiveness and preference, the choices are as follows:

* **Substitute** – can the hazardous ‘thing’ be substituted for something less hazardous? Can the current control be substituted for something more effective?
* **Isolate** (the hazard) – can people be physically separated (isolated) from the hazard by distance or time or the use of barriers, rails, fences, screens, guards, or covers?
* **Engineer** – can something be fabricated, adapted, modified, or installed that will reduce the hazard and/or risk?

Consideration 3: **Further Action**

If after substitution, isolation, or engineering, a risk remains, so far as is reasonably practicable, the following controls should be implemented:

* **Administration**

In combination with any of the techniques above, can procedures, policies, rules, instructions, or training be provided to improve the effect of the physical controls? This method is unlikely to provide enough control if used on its own.

* **PPE** (and **PPC**)

In combination with any of the techniques above, can protective equipment or clothing be used to reduce the personal risk? This method will never provide enough control on its own.

Any significant hazard that has not been eliminated must be recorded in the Hazard Register so that it can be monitored and its status reviewed as necessary.

When working on a client’s site, we will adhere to their hazard management procedures as required, but we will also continue to use appropriate systems of our own.

## Visitors and visiting

1. Younity expects that people who are not Workers will visit the company premises from time to time. Younity has the same responsibility for the health and safety of visitors as it has for its own Workers. As strangers to the workplace, visitors are at greater risk of suffering an injury than our own Workers who are familiar with the working environment.
2. Workers must take responsibility for all visitors when they are present at our offices and ensure that they know where visitors are at all times.
3. Visitors will be escorted out of the building to the designated assembly area if there is an emergency while they are on the premises.
4. Younity will investigate, report, and record any injuries, incidents, or near-misses that the visitor witnesses or is personally involved in.

## Drugs and alcohol

1. Drug and alcohol impairment is a hazard in the workplace that can result in harm to the individual/s involved, others around them, the business, and society in general.
2. Workers must not attend work under the influence of alcohol or drugs. However, alcohol may be consumed from time-to-time during work hours for social events with prior management approval.
3. A Manager may suspend an employee in accordance with the terms of the employee’s individual employment agreement without loss of normal wages if the Manager believes the employee may be impaired by drugs or alcohol and could cause harm to themselves, others, or the Company. A disciplinary process may be initiated.
4. The Manager (or client Manager) may require a contractor to leave the site immediately if the Manager believes the contractor may be impaired by drugs or alcohol and could cause harm to themselves, others, or Younity. A disciplinary process may be initiated.

**Incident Reporting**

The health, safety and wellbeing of our Workers is very important. Where incidents, injury or illness arises Younity will investigate to ascertain causation to minimise the risk that a similar situation doesn’t occur in the future.

1. Younity requires all Workers to notify the Manager or Supervisor of such a situation and record this in the incident register.
2. Younity requires all Workers to take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by management or a WorkSite NZ inspector.
3. Younity will adopt a no blame culture to investigate and communicate findings to Workers to prevent similar.
4. Where this incident, injury or illness falls under the definitions of notifiable to WorkSafe NZ, Younity will notify in accordance with legislation.

## Injury Management

Younity, as a responsible employer, is committed to the prevention of harm. Where harm has occurred, a managed return to work is our preferred choice depending on the degree of injury and the availability of suitable tasks that will not exacerbate the injury. We believe this outcome to be both desirable and beneficial to all parties involved.

1. If a Worker sustains an injury that a medical professional believes will not preclude the Worker from some form of work, our policy is (where possible) to provide useful alternative duties to ensure a continued connection with the workplace and a managed recovery.
2. A Worker who requires medical services due to a work-related injury **must** ask the medical professional to indicate the activities the injured Worker may still be able to perform and advise the Company in writing.
3. Where an injured Worker can return to some form of alternative duties (or modified duration of duties), and depending on the work we can realistically offer at the time, Younity will undertake the following.
	1. Start a Return to Work Programme as soon as practicable, providing we have written guidance from a medical professional regarding what the injured Worker can or cannot do.
	2. Consult with the Worker, ACC, and appropriate medical professionals to action the programme.
	3. Where possible, ensure that an appropriate level of monitoring or supervision is provided so that the injury is not exacerbated.
4. If an injured Worker cannot return to alternative duties, Younity will remain in contact with the Worker to monitor their progress and ability to return to work.
5. If a Worker has sustained a long-term injury and is not able to return to the duties they were originally employed to do, Younity will, if possible, provide alternative work that the injured Worker can do. All parties involved should be aware that this may not be feasible and that termination of employment, while never desirable, may be necessary. In this situation, the Company will do whatever it reasonably can to ease the transition.
6. Younity recognises that these commitments are for employees and exclude contractors. However, contractors responsible will be encouraged to undertake positive and effective injury management towards their own employment.