

## Health, Safety and Wellbeing Policy

<b>Purpose</b>	To set out Central Kids' commitment to providing and maintaining a safe and healthy work environment for kaimahi   employees, and our commitment to tamariki and whānau enrolled with our services.
<b>Explanation</b>	<p>Central Kids is firmly committed to providing and maintaining a safe and healthy work environment for employees, tamariki, whānau, contractors, students, and visitors; to prevent risk where possible, continually improve systems, practices and appropriate resources to achieve this.</p> <p>A safe and healthy work environment is achieved through co-operation, participation and compliance of every kaimahi   employee, student, volunteer and contractor with procedures, regulations, legislation, guidelines and relevant work standards and practices.</p> <p>Health and safety is a matter of prime importance to us. It is the responsibility of each worker to ensure their own health and safety and to be an advocate for the safety of others in the workplace, particularly tamariki.</p>
<b>Scope</b>	This policy forms part of the terms of all employees' employment agreements. It applies to all Central Kids employees, contractors, subcontractors, and visitors. Nothing in this policy is intended to create an employment relationship between Central Kids and its contractors.
<b>Policy statement</b>	<p><b>Central Kids is committed to:</b></p> <ul style="list-style-type: none"> <li>• complying with its obligations under the Health and Safety at Work Act 2015</li> <li>• ensuring a safe and healthy working environment for kaimahi   employees, tamariki and whānau engaged with our services</li> <li>• enabling employees to identify and proactively manage any risk</li> <li>• taking all reasonably practicable steps to ensure that the premises, facilities, and equipment are kept in good repair, maintained regularly, and used safely</li> <li>• ensuring a fit for purpose hazard identification and risk management system</li> <li>• enabling employees to elect health and safety representatives and health and safety committee members to ensure they have a voice in health and safety management</li> <li>• ensuring that all employees are made aware of the hazards in their work areas and are adequately trained so they can carry out their duties in a safe manner</li> <li>• encouraging employee consultation and participation in all health and safety matters</li> <li>• ensuring that all contractors and subcontractors are actively managing health and safety for themselves and their employees while on our sites</li> <li>• promoting a system of continuous improvement, including annual reviews of policies and procedures</li> <li>• transparent reporting of serious incidents or events to the regulator</li> <li>• providing systems and processes for the recording and reporting all events (accidents, incidents and illnesses)</li> </ul>

- monitoring data and trends on a regular basis, with a continuous quality improvement approach to identifying, mitigating and eliminating risk
- the annual review of health and safety objectives and organisational performance.

#### Investigation

- All reported events (accidents, incidents and/or illnesses) may be investigated dependant on the level of harm or in situations where an investigation is deemed beneficial. Refer to the Level of Harm Guidelines.
- Contributing factors will be investigated and, where appropriate, plans will be formulated for corrective action.

#### Workforce

- Where injury or illness has occurred, Central Kids will provide support for rehabilitation and approved plans for return to work.
- All permanent Kaiako will hold a current first aid certificate from an NZQA accredited first aid training provider that meets the minimum standards described by MoE or applicable regulations.
- All permanent Kaiako will undertake Child Protection Training every two years.
- All kaimahi will have a current Safety Check in place.

#### All kaimahi | workers

**All Kaimahi | workers are expected to ensure their own welfare and that of others in the Central Kids environment. All workers are required to:**

- take no action or inaction that may harm their personal health and safety, and that of others in the workplace
- ensure ongoing compliance with all health and safety policies and procedures
- comply with any reasonable directions (such as safe work procedures, wearing personal protective equipment) given by management for health and safety reasons
- seek assistance or advice where the safe method of completing a job is not understood
- report and correct (if it can be done safely) any hazard or unsafe condition that comes to their attention
- ensure that any health and safety concerns, including accidents, notifiable illnesses, incidents and hazards, are brought to the attention of Central Kids' management - these must be reported verbally immediately to the line manager of the employee
- document all events (accidents, incidents and illnesses) in 1Place with the appropriate level of harm recorded as per the Level of Harm Guidelines, within 24 hours
- ensure that management is informed of any ill health or injury and continue to keep them informed of changes in the condition
- participate in health and safety initiatives for the workplace including attending and participating in any courses and training provided
- at all times abide by Central Kids policies, procedures and rules relating to health and safety.

	<p>For employees, any failure to abide by Central Kids policies, procedures and rules relating to health and safety may constitute serious misconduct, punishable by disciplinary action up to and including dismissal. All alleged breaches will be treated seriously and, after proper consideration, may lead to disciplinary action, which could include summary dismissal.</p>
<b>Early childhood services</b>	<p><b>In addition to the above, early childhood services kaimahi must:</b></p> <ul style="list-style-type: none"> <li>• ensure tamariki health and wellbeing in our early childhood services is a priority</li> <li>• ensure appropriate minimum ratios for tamariki supervision</li> <li>• ensure at least one qualified, certificated Kaiako on the authorised staffing list that holds a current first aid certificate, and is counted in the ratios 1:25 for licensing requirements</li> <li>• ensure that if a tamariki is injured, any first aid required is administered or supervised by a Kaiako with a current first aid certificate as per the Emergency and Medical Procedures</li> <li>• follow the Infection Control Policy and associated procedures</li> <li>• follow the Kai, Sleep and Medication Management Procedures</li> <li>• complete the Daily and Monthly checks via 1Place to confirm Policy compliance, identify hazards and ensure appropriate risk mitigation</li> <li>• use safe and hygienic practices where centres have animals</li> <li>• follow the Excursions Policy</li> <li>• ensure any tamariki travel by vehicle is managed as per the Vehicle Policy</li> <li>• ensure the care of enrolled and attending tamariki is not impeded by visiting adults or tamariki</li> <li>• follow the service supervision plan.</li> </ul> <p>Qualified Kaiako have a responsibility to keep their own practicing certificate, first aid and child protection training current. All current certificates are to be forwarded to HR business partner for compliance filling.</p>
<b>Mātauranga Ake</b>	<p><b>In addition to the above, Mātauranga Ake kaimahi must:</b></p> <ul style="list-style-type: none"> <li>• ensure whānau and tamariki health and wellbeing is prioritised when engaged with our service</li> <li>• ensure the environment, including all property, is appropriately managed and all risks identified and mitigated or eliminated</li> <li>• ensure good risk assessment practice when engaging whānau, including understanding psychosocial factors</li> <li>• meet newly referred whānau in pairs, preferably at the office, until any risk to personal safety is understood and planned for in engagement</li> <li>• ensure good communication and documentation in Excess database to ensure risks are fully understood and handed over between team members</li> <li>• follow the Lone Worker and Home Visit Policies when outside of the office.</li> </ul>
<b>Property team</b>	<ul style="list-style-type: none"> <li>• The property team must complete a job safety analysis for all jobs.</li> <li>• The property team must adhere to all standard operating procedures (SOP).</li> </ul>

<b>Line manager responsibilities</b>	<p><b>All line managers must:</b></p> <ul style="list-style-type: none"> <li>• ensure all health and safety related audits are completed, to proactively identify risks and hazards using the 1Place daily and monthly checklists and address them</li> <li>• ensure effective kaimahi engagement in identifying and managing risk</li> <li>• ensure health and safety is on the agenda of all team hui, with minute evidence of relevant action taken to mitigate/eliminate risk</li> <li>• ensure health and safety is part of the induction process within their service</li> <li>• support an open reporting kaupapa, and make it safe for kaimahi to speak up</li> <li>• undertake investigations to identify learnings from events that occur</li> <li>• proactively inform Central Kids (through their line manager) if they believe there is an opportunity for systems improvement to support improved outcomes.</li> </ul>
<b>Chief Executive Officer responsibilities</b>	<ul style="list-style-type: none"> <li>• The CEO is an Officer and has significant influence over Central Kids management of health and safety.</li> <li>• The CEO has a primary duty of care to employees, tamariki and the whānau supported by Central Kids services.</li> <li>• As the Officer representing the Person Conducting a Business or Undertaking (PCBU), the CE or nominated delegate, will notify WorkSafe if there is a notifiable event.</li> </ul>
<b>Board of Trustees responsibilities</b>	<ul style="list-style-type: none"> <li>• Central Kids is the PCBU.</li> <li>• Trustees are Officers with a primary duty of care to employees, tamariki and the whānau supported by Central Kids services.</li> <li>• The Board will ensure, as far as is reasonably practicable, the health and safety of workers as per the Health and Safety at Work Act 2015.</li> <li>• The Board will ensure, as far as is reasonably practicable, the health and safety of tamariki and whānau who are enrolled or engaged with our services as per the Education and Training Act 2020.</li> <li>• The Board will ensure, as far as is reasonably practicable, the health and safety of Mātauranga Ake kaimahi under the Social Sector Accreditation Standards.</li> </ul>
<b>Implementation and monitoring</b>	<ul style="list-style-type: none"> <li>• Central Kids is committed to continuous improvement and will regularly review this Policy and any other health and safety procedures and practices. <ul style="list-style-type: none"> <li>– To ensure Central Kids is providing and maintaining a healthy and safe workplace for all kaimahi, whānau and tamariki and visitors, it will act upon health and safety concerns in a timely manner and provide workers with the relevant training and equipment to ensure safe centres.</li> </ul> </li> <li>• Monitoring will occur through the 1Place software and trend analysis in PowerBI.</li> <li>• Monitoring trends will allow continuous improvement.</li> <li>• Trends will be monitored monthly at the service and rohe level, and a minimum of quarterly at the organisational level.</li> </ul>
<b>Notifiable incidents</b>	<ul style="list-style-type: none"> <li>• A notifiable incident is an unplanned or uncontrolled incident in relation to a workplace, that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where there is a serious injury or illness involving a tamaiti whilst at the service, that is required to be notified to a specified agency (such as Oranga Tamariki, the Police or Te Whatu Ora, it must be reported to MOE via the Regional Manager (as Service Provider Contact).</li> <li>– Serious events must be notified to appropriate agencies such as Worksafe, MoE, OT, Police as the health and safety workplace regulator. Only the CEO has the delegated authority to report to Worksafe.</li> <li>– A notifiable event to Worksafe is a death, illness or injury (requires hospitalisation for a length of time) or incident (unplanned or uncontrolled event).</li> </ul>
<b>References</b>	
<b>Linked policies and procedures</b>	Protection of Tamariki Policy Sleep Procedure Emergency and Medical Procedure (flip chart) Excursion Policy Emergency Policy and Plan Event Reporting (Accidents, Illnesses and Events)  Infection Control Policy and Procedures Home Visit Policy Protected Disclosures Policy Vehicle Policy Property Management Policy Lone Worker Procedure Working from Home Procedure
<b>Standards</b>	Health and Safety at Work Act 2015 Childrens Act 2014 Health and Safety at Work Regulations 2016 Education and Training Act 2020 Early Childhood Services Regulations 2008 Social Sector Accreditation Standards
<b>Policy review</b>	Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such amended policies.