



Attachment 2

Health and Safety Policy

October 2020

DRAFT



1. Purpose

To describe Auckland Transport's (AT) policy for managing health and safety associated with all its activities. It demonstrates evidence of management commitment, providing an overview of how AT will promote a positive Health & Safety culture throughout the organisation.

2. Scope

This policy applies to:

- All AT employees;
- All AT Directors;
- AT representatives:
 - Contractors & consultants
 - Agency temps (under the terms of their supplier agreement with AT)
 - Staff on secondment from other organisations/agencies
 - Volunteers

3. Policy Principles

Auckland Transport (AT) is committed to providing a healthy and safe working environment for all those involved with its activities. This includes workers, suppliers, volunteers, customers, and all others working in, or visiting, our places of work.

AT will engage in effective co-ordination, co-operation, and consultation, with all those it works with. We will:

- Establish, and continuously improve, a framework for Health and Safety based on the AS/NZS ISO 45001:2018 standard;
- Establish, encourage, and support consultation and participation between managers, workers and their representatives in all matters relating to health and safety;
- Comply with all relevant legislation, regulations, codes of practice, and industry standards;
- Commit our people, at all levels, to be responsible and accountable for the health, wellbeing, and safety of themselves and others;
- Ensure that appropriate resources are in place to identify, monitor and manage health and safety **hazards** and **risks**.
- Design, construct, maintain, and operate our assets to ensure a safe and healthy working environment and any risks are identified and managed;
- Ensure reporting of all incidents and, where appropriate, investigating and implementing corrective actions;
- Ensure our supplier and contractor staff have the capability and are competent, ensuring all workers are trained and equipped to deal safely with situations that may arise during their work;
- Promote and lead wellbeing initiatives for AT that ensure a healthy and safe workplace and encourage a balanced healthy lifestyle;
- Ensure effective treatment and rehabilitation of any injured employee to ensure an early and lasting return to work; and
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of hazardous substances:



Through the above, we will achieve a constructive Safety culture and continue to foster excellence in health and safety.

4. Definitions

Term	Definition
Continual Improvement	Recurring activity to enhance performance
Consultation	Seeking views before making decisions.
ELT	Executive Leadership Team
Hazard	Something with a potential to cause injury or ill-health
Health & Safety	The term Health & Safety encompasses occupational health and safety (OH&S)
Incident	Occurrence arising out of, or in the course of, work that could or does result in injury or ill health
Risk	Is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.

5. Roles and Responsibilities

Role	Responsibility
Board of Directors	<ul style="list-style-type: none"> Accountable for the oversight of OH&S Management. Provide leadership by setting the direction, and commitment for OH&S management and performance. Set a visible example through engagement with managers and workers. This provides leadership and improves knowledge of health and safety matters. Approves the OH&S strategies, objectives, and governance management. Ensures there are enough financial resources to facilitate effective OH&S management. Engages with the organisation on OH&S performance and management. Ensures that there is an Annual review on the OH&S management performance.
Chief Executive [and ELT]	<ul style="list-style-type: none"> Endorses the OH&S strategies, objectives, and governance management. Responsible for AT's overall compliance with OH&S legislation, policies, and processes, including allocation of resources and accountabilities across the organisation.



Role	Responsibility
	<ul style="list-style-type: none"> • Provides organisation-wide leadership and encourages a positive OH&S culture. • Reports to the Board on OH&S management and performance. • Ensures the OH&S management performance is formally reviewed annually and that objectives are established and monitored. • Ensures that OH&S is adequately discussed at ELT meetings. • Holds management accountable for their OH&S roles and responsibilities. • Ensures there is an executive member responsible for organisational OH&S • Ensures there are enough H&S Representatives within their division to support OH&S consultative structure
People Leaders	<ul style="list-style-type: none"> • Responsible for the management of OH&S across their group. • Responsible for the day-to-day operations of their work areas and to ensure OH&S is managed and safety processes and procedures are complied with. • Responsible for identifying and raising areas of concern and addressing any recommendations / corrective actions. • Ensure there is appropriate resourcing for worker participation in OH&S activities and committees. • Actively engage and promote employee participation. Foster and encourage a positive safety culture relating to OH&S both internally and externally. • Act on OH&S matters proactively and positively. • Accountable for identifying and reporting hazards and risks through the appropriate channels. • Responsible for assessing any new or changes in projects or operations for any OH&S hazards and risks. • Ensure all workers have been appropriately trained in OH&S, and specifically if there is any hazardous work occurring. • Actively support OH&S monitoring and audit activities. • Actively support AT's OH&S team.
Health and Safety Employee Representatives	<ul style="list-style-type: none"> • Represent workers within their defined workgroup in good faith on OH&S matters and provides a link between workers and management. • Makes recommendations on OH&S including wellbeing. • Investigates complaints and risks to worker OH&S. Notifies their People Leader and brings to the HSWR Committee risks identified with the place of work and agrees on ways that the identified risks may be dealt with. • Monitors OH&S measures taken by the organisation.



Role	Responsibility
	<ul style="list-style-type: none"> • Provides feedback to the organisation about meeting its OH&S obligations. • Promotes the interests of workers who have been harmed at work. • Exercises their powers under the Health and Safety at Work Act (as required). • Fosters and encourages a positive safety culture relating to OH&S.
All Employees, Suppliers, and Representatives	<ul style="list-style-type: none"> • Comply with this policy. • Promote the principles of this policy. • Report all incidents involving themselves or others that they are aware of, that follow AT's OH&S policies, standards, and procedures. • Only undertake tasks that they are competent and authorised to perform.

6. Supporting Information

Legislative Compliance	This Policy supports Auckland Transport's compliance with the following legislation: <ul style="list-style-type: none"> • Health and Safety at Work Act 2015 and Associated Regulations.
Supporting documents <i>These are Procedures, Standards and Guidelines that directly support this Policy.</i>	<ul style="list-style-type: none"> • Code of Conduct Policy • Risk Management Policy
Related documents <i>These are documents that relate to, but do not directly support this Policy. This may include other Auckland Transport Policies, Procedures and Guidelines or external materials such as regulatory codes and standards.</i>	<ul style="list-style-type: none"> • AS/NZS ISO 45001:2018 Occupational health and safety management systems – Requirements with guidance for use.

7. Non-compliance

Failure to comply with this policy may lead to disciplinary measures under the Code of Conduct Policy.



8. Approval & Review

Policy Owner: <i>Title of the executive manager having greatest overall responsibility for the subject area that this Policy relates to.</i>	Executive General Manager Safety
Policy Contact: <i>Title of the person responsible for the day to day management of this Policy and who will assist with queries.</i>	Head of Health and Safety
Endorsed by:	Executive Leadership Team Chief Executive (Shane Ellison)
Authorised by:	Auckland Transport Board Chair (Adrienne Young-Cooper)
Effective date:	30 October 2020
Next review date:	30 October 2023

AT reserves the right to review, amend, or add to this policy at any time upon reasonable notice to employees and representatives.