

Policy: Te Oranga me te Haumaru | Wellbeing and Safety

Mō wai me te whānuitanga | Audience and scope

The Wellbeing and Safety Policy applies to our kaimahi (workers),¹ ākonga (learners), visitors to our work, learning, social and living places, and to people affected by our activities.²

This policy is a national policy adopted by Te Pūkenga during its transition phase. It is intended to be an overarching policy that applies to Te Pūkenga Head Office, but also sits across the policies and procedures of each business division of Te Pūkenga. In accordance with the Transitioning (Grandparenting) Former Subsidiaries Policies, the policies and procedures of a business division will continue to apply to the operations of the business division to the extent they are consistent with this policy. This policy will be reviewed, monitored, and amended as the People, Culture and Wellbeing functions in each business division (and at Te Pūkenga Head Office) transition into the organisational design for the national People, Culture and Wellbeing function.

Mokamoka whakaaetanga | Approval details

Version number	3	Issue date	5 April 2023
Approval authority	Te Pūkenga Council	Date of approval	5 April 2023
Policy sponsor (has authority to make minor amendments)	People, Culture and Wellbeing	Policy owner	Chief People Officer
Contact person	Wellbeing and Safety Director	Date of next review	5 April 2024

Ngā whakatikatika | Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		Initial version (Health and Safety)
2	2 November 2021	Director People and Culture	Replaces Health and Safety Policy. Simplify the clear policy requirements for W&S at Te Pūkenga, recognising further procedure and policy development over the course of the past year; thereby, no longer needing such a comprehensive 'one' policy.
3	5 April 2023	Wellbeing and Safety Director	Shift towards a principles-based national policy that encompasses wide range of Te Pūkenga people, places and activities.

¹ The term 'kaimahi' is consistent with the meaning of worker in the Health and Safety at Work Act 2015, s 19, in that it encompasses employees, contractors and sub-contractors, apprentices and trainees, volunteer workers, people on work experience, and so on.

² The places and activities referred to in this document are those where Te Pūkenga exercises a degree of influence and control as a PCBU (Person Conducting a Business or Undertaking).

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1. Pūtake | Purpose

- 1.1. The purpose of the Wellbeing and Safety Policy is to outline our collective commitment to the wellbeing and safety of our Te Pūkenga community: kaimahi (workers), ākonga (learners), visitors and people affected by our activities.
- 1.2. Te Pūkenga intranet contains material, such as procedures, directives, safety alerts, guidelines, and diagrams, that provides information on how the principles are brought to life in our work, learning, social and living places.

2. Ngā Mātāpono | Principles

- 2.1. We will set things up to go well by (so far as reasonably practicable):
 - a) Having safe and healthy work, learning, social and living environments that place the focus on people's wellbeing and demonstrate our values of manawa nui (we reach out and welcome in), manawa roa (we learn and achieve together) and manawa ora (we strengthen and grow the whole person).
 - b) Using Te Pae Māhutonga and Te Whare Tapa Whā to structure and guide our wellbeing and safety management system and practices.
 - c) Complying with relevant legislation and codes, such as the Health and Safety at Work Act 2015 and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, and conforming to relevant standards, guidelines, and good practice.
 - d) Making good decisions that manage wellbeing and safety risks and take advantage of our strengths and opportunities.
 - e) Sharing the responsibility and leadership for wellbeing and safety through consultation, cooperation, and coordination (while acknowledging Te Pūkenga may, at times, have ultimate responsibility).
 - f) Reporting on our wellbeing and safety performance to relevant parties, including governance and senior leadership, kaimahi, ākonga and external organisations, to meet internal and external reporting requirements and enable good decision-making.
 - g) Being competent at carrying out our activities through access to information and having sufficient training, experience, supervision, and monitoring.
 - h) Having sufficient, fit for purpose clothing, equipment, and places.
 - i) Communicating up, down and across our organisation on wellbeing and safety matters.
 - j) Being accountable for our actions, recognising good practice and acknowledging success.
 - k) Enabling kaimahi and ākonga to be empowered, engaged, and represented on wellbeing and safety matters.
 - l) Preparing for and responding to emergencies and incidents and learning from practices and events.
 - m) Learning from our failures and successes and sharing what we have learned.
 - n) Supporting the return to work and learning of injured and/or ill kaimahi and ākonga.
 - o) Continually improving our wellbeing and safety performance.



Murray Strong
Chair
4 April 2023



Peter Winder
Chief Executive
4 April 2023