

Health, Safety and Wellbeing Policy

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31/01/2018	01/08/2018
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Purpose of this Policy

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The Pike River Recovery Agency (hereafter referred to as “the Agency”) is committed to having a positive health, safety and wellbeing culture and robust health, safety and wellbeing practices. We will have healthy workers, with no harm to anyone ever.

To achieve this we:

- Value health and safety management as a core business activity and provide sufficient resources to meet all our health and safety objectives.
- Never compromise health and safety in carrying out any other business objective or activity.
- Consider health and safety fully in all our business planning and operations.
- Achieve continuous and demonstrable improvement in health and safety performance across all our activities, with safety performance equal to or better than comparable companies in Australasia.
- Promote health and wellbeing, and eliminate factors related to our activities that contribute to injury or illness.
- Address and report all incidents and identifiable hazards that affect health and safety, promptly and fully.
- Hold our managers accountable for health and safety performance in their operations.
- Expect all our staff and contractors to be personally committed to a safe and healthy workplace.
- Involve our staff in developing health and safety policies, standards, systems and programmes.
- Provide safe working conditions and comply with all regulatory requirements and relevant best practice.
- Train and support our people to understand and address health and safety issues and practices.
- Require our on-site contractors to have health and safety standards at least as good as our own.
- Measure and report our performance against our health and safety objectives and plans regularly, consistently, openly and honestly.

This policy and associated documents including the Pike River Health and Safety Management System outlines

the health, safety and wellbeing responsibilities of the Agency (as the PCBU), the Agency's officer and workers, including managers, employees, contractors and consultants.

The Pike River Health and Safety Management System is aligned with AS/NZS ISO 45001 Occupational Health and Safety Standard.

Scope

This policy applies to the Agency (as the PCBU), the Agency's officers and all of the Agency's workers as follows:

- Employees, including those working overseas (if relevant) and at any workplace managed or controlled by the Agency.
- Contractors and consultants engaged by the Agency to carry out work, to the extent that the Agency influences or directs their work.
- Visitors to the Pike River Recovery Agency office, including any workplace managed or controlled by the agency.

Help

Please contact the Chief Operating Officer (in capacity as Site Senior Executive), Chief of Staff, a Health and Safety Representative, or the Health and Safety Committee for more information about this policy.

Definition of terms used in this Policy

Due diligence	Taking reasonable steps to have relevant, up-to-date knowledge of workplace health and safety including understanding the nature of the business, its operations and the risks it faces including ensuring appropriate resourcing and processes are in place.
Harm	Death, or physical or mental injury, or illness.
Hazard	Anything (including a person's behaviour) that has the potential to cause harm.
Health and Safety at Work Act 2015 (HSWA)	New Zealand's current workplace health and safety legislation which came into force on 4 April 2016.
Health and Safety Committee (HSC)	A group made up of elected health and safety representatives, union representatives, managers, and other workers - which supports the ongoing improvement of health and safety across the whole workforce. One of the main functions of an HSC is to assist in developing standards, rules, and policies or procedures to improve workplace health and safety outcomes.
Health and Safety Representatives (HSR)	An HSR is a worker who has been elected by the members of their work group to represent them in health and safety matters.
Incident	A health, safety or wellbeing-related event that causes harm, or had potential to cause harm (near miss).
Near Miss	An incident that did not result in harm – but had the potential to do so.
Officer	Includes any person occupying a position in relation to a business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive).
Other Persons	Other people in a workplace who are not workers i.e. visitors and customers.
PCBU (Person conducting a business or	The PCBU is the person or entity that carries the primary duty of care.

undertaking)	
Personal Protective Equipment (PPE)	Refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter. The PPE standard describes the minimum personal protective equipment requirements at the mine.
Policy	A statement of intent by the company or Agency that defines the minimum goals to be achieved and maintained. Should be signed by the highest authority – the Chief Executive.
Primary Duty of Care	An obligation under the HSWA on each PCBU to ensure, so far as is reasonably practicable, the health and safety of its workers and that other people are not put at risk by its work.
Reasonably Practicable	For the purposes of managing risk, is a balance between what is possible (the highest level of protection) and what is achievable (reasonable in the circumstances).
Risk	The effect of uncertainty on objectives. Risk arises from people being exposed to a hazard, and can be eliminated or minimised to reduce the probability and severity of harm.
Wellbeing	The state of being comfortable, healthy, and/or happy.
Work Group	The work group can be the whole workplace or it can be workers grouped by work areas, occupations, work sites or other arrangements.
Worker	An individual who carries out work in any capacity for a PCBU.

Policy statements

1. The Agency will so far as reasonably practicable provide a safe and healthy environment for everyone using our facilities and those over which the Agency has an influence, and ensure that workers have access to and understand the information they need, to stay safe and well while at work and/or working.
2. The Agency will ensure workers and other persons are given the appropriate level of protection, so far as is reasonably practicable, against harm to their health, safety and wellbeing from hazards and risks arising from the Agency's work and will act in good faith in all matters relating to health, safety and wellbeing.
3. The Agency will consult, cooperate and coordinate with other PCBUs, when we work together, direct work or are co-located, to ensure the health and safety of all workers.
4. The Agency is committed to engaging with our workers, providing ongoing opportunities for worker participation with regards to health, safety and wellbeing practices.
5. The Agency is committed to measurable objectives and targets to ensure enduring improvement to our health, safety and wellbeing practices.
6. The Agency's officer and workers will follow this policy and must comply with any associated legislation and regulations, approved codes of practice, internal standards, AS/NZS Standards, WorkSafe best practice guidelines and procedures and manufacturers' information. The Health and Safety at Work Act 2015, General Risk and Workplace Regulations 2016, Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016, Mines Rescue Act 2013 and the Health and Safety at Work (Hazardous Substances) Regulations 2017 are particularly relevant to Pike River Recovery Agency including the Pike River Mine in addition to the more general legislative obligations of a government department.

In respect of the Pike River Mine, the Agency, officers and workers will comply with the operations manual

relevant to that site.

7. The Agency will review and update this policy, along with associated documents every year or when there is significant legislative change, and will consult workers and union representatives on any significant proposed changes.

8. The Agency's Managers will support the safe and early return to work of injured workers for work and non-work injuries and illnesses, including providing opportunities for alternative duties when available.

9. The Agency will develop and maintain emergency procedures and review associated exercises and incidents to ensure we are prepared for unplanned future emergencies.

10. The Agency's managers and workers will consider the risks associated with an individual being authorised to undertake lone work and comply with the Agency's Lone Work guidelines. Such consideration must take into account the nature of the work to be undertaken by the individual, its risk profile and the ability to effectively respond in a timely manner should an emergency situation arise.

11. The Agency will ensure workers and other persons are provided with the appropriate personal protective equipment (PPE) to use or wear to minimise health and safety risks arising from the Agency's work. When making decisions on PPE, the Agency's managers must discuss the risks and options for PPE with workers.

12. The following areas are smoke-free:

- The Agency office in Greymouth and any area around the office from which smoke could enter the building.
- All other offices managed or controlled by the agency from which smoke could enter such offices.
- All parts of the Pike River mine site.
- All vehicles owned, rented, leased or operated by the Agency.

Health, Safety and Wellbeing Strategy

In March 2019 the Agency adopted the attached Health, Safety and Wellbeing Strategy including the vision of "Zero harm to anyone – over the full life of the project".

Key accountabilities and responsibilities

The key accountabilities under the HSWA are referred to as duties. A person may have more than one duty and two people may share the same duty under the HSWA. Failure to fulfil the duties as set out under the HSWA can result in fines and/or prosecution of an individual or organisation.

Individuals and organisations must understand the duties which apply to them under the HSWA. For a comprehensive explanation of the duties that apply, see sections 36 to 46 (i.e. Part 2) of the HSWA.

Responsibilities of roles within the Agency are summarised below:

Responsibilities of the Chief Executive (CE)

- The CE is responsible for approving this policy.
- The CE is an officer under the HSWA and must exercise due diligence to ensure that the Agency complies with its duties and obligations.

Responsibilities of the Senior Management Team (SMT) who are direct reports of the CE including the Site Senior Executive



- SMT is responsible for ensuring the Agency meets the requirements of the relevant legislation, regulations and standards.

Responsibilities of the Site Senior Executive

- The legislative responsibilities are prescribed in the **Health and Safety at Work (Mining Operations and Quarrying Operations) Regulations 2016** for the role of Site Senior Executive, including responsibility for ensuring the Pike River Mine meets the requirements of the relevant legislation, regulations and standards and is responsible for identifying principal hazards and for having principal hazard management plans in place which gives effect to this policy.

Responsibilities of Managers

- Managers are responsible for ensuring their direct reports (including contractors and consultants) are appropriately trained and supervised.
- Managers will ensure that any incidents and near misses they are made aware of are reported, investigated (if required) and corrective actions are made within specified timeframes.
- Managers will ensure that injured workers are supported when they return to work.
- Managers will provide equal opportunities for workers to participate in health, safety and wellbeing, and ensure every worker under their control has completed an induction.
- Managers will complete mandatory training as prescribed by the Agency, as reflected in the relevant mandatory procedures or when a new requirement arises.
- Managers will ensure that appropriate PPE and training on the use of PPE relevant to their role is available to workers.
- Managers and workers will collectively consider the risks associated with an individual being authorised to undertake lone work, with the associated risks managed to a level as low as reasonably practicable.

Responsibilities of Elected Health and Safety Representatives

- Health and safety representatives represent the views of workers on health, safety and wellbeing issues in the workplace.

Functions and Powers of Industry Health and Safety Representatives

- Industry health and safety representatives appointed under Clause 17 of the Schedule 3 to the Health and Safety at Work Act 2015 have the functions and powers set out in Clause 19 of the Schedule.

Responsibilities of the Mine Site Operational Health and Safety Committee

- The Mine Site Operational Health and Safety Committee has the functions of:
 - Ensuring that workplace inspections are carried out regularly at the Pike River Mine Site to identify situations or hazards that may be dangerous to employees, contractors or visitors.
 - Promoting health and safety information, training measures and procedures for the benefit of the health and safety of everyone at the Pike River Mine Site.
 - Making recommendations to the Agency and to workers for improvements in workplace



health, safety, security and wellbeing.

- Reviewing all accidents, near misses and accident investigation reports, and making further recommendations to senior management, if required, to ensure hazard mitigation.
- Investigating workplace health, safety and security complaints
- Participating in incident investigations that result in, or have high potential for, serious or fatal injuries.
- Consulting with professionals who are technically qualified to advise the committee on specific health, safety and security issues.
- Monitoring the Agency's compliance with relevant legislation and progress towards best proactive health and safety practices.
- Supporting and assisting with worker rehabilitation.
- Consulting with staff on issues related to occupational health and safety and occupational environment.
- Undertaking appropriate health and safety training, supported by the Agency.

Note: With reduced office staff numbers, some of who largely work remotely, a separate committee for the office is no longer required. Any matters of health and safety concern can still be taken up on a personal basis. Any member of the Pike River Recovery Agency can attend the mine site operational health and safety committee meeting as an active listener.

Responsibilities of Health, Safety and Wellbeing Steering Committee

The Health, Safety and Wellbeing Steering Committee provides strategic support and advice to the Chief Executive on health and safety matters, to help the Chief Executive meet his obligations as an officer under the Health and Safety at Work Act 2015 consistent with:

- Good practice expectations for a public sector organisation; and
- The level of health and safety risk in relation to the Agency's activities, in particular the Pike River Mine.

Responsibilities of workers (employees, contractors and consultants)

- All workers must ensure they do all that is reasonably practicable to ensure their own health, safety and wellbeing and the health, safety and wellbeing of others.
- Workers must comply with the Agency's reasonable instructions in relation to health, safety and wellbeing and this policy and associated standards, guidelines and procedures including WorkSafe best practice guidelines.
- Workers must ensure all incidents, near misses, and hazards are reported within stated timeframes, as reflected in the relevant mandatory procedures.
- Workers will take an active role in their own rehabilitation following injury or illness.
- All workers must ensure they are prepared for any reasonably foreseeable emergency.
- Workers will complete mandatory training as prescribed by the Agency as reflected in the relevant mandatory procedures or when a new requirement arises.
- Workers who are issued PPE must wear the PPE when directed to do so by their manager, or as outlined in PPE standard or standard operating procedure(s), or where signposted. Workers must be trained in the use, maintenance, storage and disposal of PPE relevant to their role.

- Workers and managers will collectively consider the risks associated with an individual being authorised to undertake lone work, with the associated risks managed to a level as low as reasonably practicable.

Responsibilities of the Chief Executive (policy owner)

The owner of this policy is the Chief Executive whose responsibilities are:

Ensuring the policy is working effectively. This assurance will be provided by:

- Internal audit processes,
- external qualified audit professionals, and
- key performance indicators.

Support for workers

(a) A safe working environment

The Agency is committed to ensuring that all Agency workplaces and all Agency workers are free from – and do not engage in - any form of bullying, harassment or violence. Such behaviour and exposure to it are completely unacceptable.

All workers are encouraged to report any instances of, or concerns about, their immediate manager/Agency contact, the Chief of Staff, the Chief Operating Officer, or the Chief Executive. All such reports will be investigated promptly and thoroughly and a response will be provided to the worker(s) concerned.

As part of this process, action will be to:

- Ensure that any behaviour of concern ceases and does not reoccur.
- Any other necessary corrective or responsive action is taken.
- Workers are given appropriate assistance and support.

(b) Workplace stress and/or fatigue

The Agency recognises that workplace stress and/or fatigue can be an issue.

Managers and supervisors are expected and required to monitor – and be sensitive to signs of – this, and to initiate corrective action as required. Agency employees are encouraged to be self-aware in this respect and to discuss any issues of concern with their immediate manager, the Chief of Staff, the Chief Operating Officer, or the Chief Executive.

(c) Employee Assistance Programme (EAP)

EAP is a confidential service that provides up to three confidential counselling sessions paid by the Agency. Agency employees can access the service by self-referring to EAP or approaching an Agency manager of their choice. All Agency employees are encouraged to do this at any time if they feel this would be useful.

(d) Group Personal Accident Insurance

As an employer who values its employees, the Agency has taken the decision to arrange Group Personal Accident insurance. Employees are automatically insured by the Group Personal Accident Insurance when they start their employment with the Agency and this ceases at the point an employee is no longer employed by the Agency. The main benefit provided is for a lump sum payment in the event an employee suffers an accident that results in a serious injury or death.

What are the main benefit amounts?

Accidental death	3 x income to a maximum \$300,000
Permanent total disablement	3 x income to a maximum \$300,000

(e) Group Medical Insurance

The Agency has obtained Group Medical Insurance cover and is making this scheme available to all employees to join at the Agency's cost for the duration of their employment with the Agency. Arranging medical insurance on a group basis enables employees to have access to much broader cover, including pre-existing medical conditions at a lower cost than can generally be achieved individually.

The provider is Southern Cross Health Society – and the product is Wellbeing Two - Base Hospital and Surgical Special - with nil excess.

Related Agency policies and documents

- Business Continuity Management Policy – in relation to emergency and crisis management
- Protective Security Policy – in relation to physical, information and personnel security
- Drug and Alcohol Policy and Procedure
- Motor Vehicle Policy
- Stress and Fatigue Policy and Procedure

Relevant legislation and regulations

This policy's statements and the mandatory procedures are guided by the following legislation and regulations:

- [Health and Safety at Work Act 2015](#) (including Schedule 3)
- [Health and Safety at Work Regulations 2016](#)
 - [General Risk and Workplace Management](#)
 - [Worker Engagement, Participation and Representation](#)
 - [Mining Operations and Quarrying Operations](#)
- [Health and Safety at Work \(Hazardous Substances\) Regulations 2017](#)
- [Mines Rescue Act 2013](#)
- [Accident Compensation Act 2001](#)
- [Privacy Act 1993](#)
- [Civil Defence Emergency Management Act 2002](#): S58 and S59

Induction, training and communication

The key aspects of this policy are embedded in the mandatory training for all workers. Specialised induction training will be undertaken by all workers, contractors, and visitors, visiting or working at the Pike River Mine site.

These inductions are valid for two years and are required to be renewed. These are carried out to make sure everyone understands the health and safety issues affecting this workplace and the practices in place to keep people safe. Induction forms are completed at the conclusion of the mine site induction and kept on file.

Induction training will be undertaken by all workers, including visitors to the Agency's Greymouth office. The induction will include a full health and safety briefing showing the Agency's evacuation plan, any hazards or risks in this workplace and how to be safe from them, the process to report and isolate/eliminate/minimise risks and hazards.

New employee induction training will be tailored specifically to the role they are performing, including receiving a full health and safety briefing, providing safety or other tools or equipment needed for their role, and discussing in house policies and procedures, including how they apply to new employees.