

# WORKING TOGETHER ON HEALTH AND SAFETY



EVERYONE WHO GOES TO WORK  
COMES HOME HEALTHY AND SAFE

**WORKSAFE**  
NEW ZEALAND | MAHI HAUMARU  
AOTEAROA



# NEW ZEALAND HAS A PROBLEM

## Every week, on average...

- >1 person dies at work
- >15 people die from work-related diseases

## Each week...

- >16 loved ones don't go home

# WE NEED A NEW WAY OF THINKING



GETTING YOU HOME HEALTHY AND SAFE,  
THAT'S WHAT WE'RE WORKING FOR

# HEALTH AND SAFETY AT WORK ACT 2015

- › Changing the law is **only a start**
- › To make a real difference, we need to **change our attitudes** towards health and safety



**EVERYONE WHO GOES TO WORK  
SHOULD COME HOME HEALTHY AND SAFE**

# WHAT ARE WE ALL WORKING TOWARDS?

- › A significant **reduction in serious injury, illness and death** from work
- › **Through ...**
  - Targeting risk
  - Working together
  - Working smarter
  - Working safer



# HSWA IS A NEW WAY OF THINKING

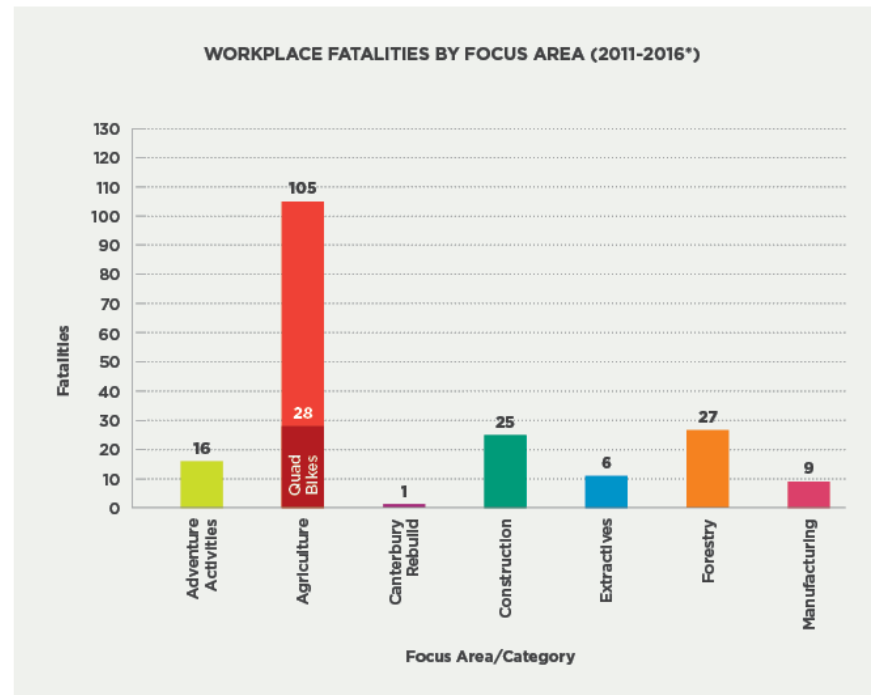
- › Ensures **everyone has a role to play**
- › Makes everyone's **responsibilities clear**
- › Focuses on **managing risk**
- › Requires those who create the risk to **control the risk**
- › Requires you to **engage with your workers and volunteers** and **enable them to participate on an ongoing basis**
- › **Allows flexibility** in managing your health and safety risks

# WORKING SMARTER & TARGETING RISK

WorkSafe aims to base our activity on the best available information on risks and their underlying causes, and evidence on what interventions work



*Low risk*



# SO WHERE DO YOU START?

Know your health and safety **Hazards** ...



... manage the **Risks** proportionately





## YOU NEED TO KNOW...

- > **What the risks are** from your work
- > The **likelihood** of those risks occurring
- > The **degree of harm** that might result from those risks
- > Options to **eliminate** the risks
- > If they can't be eliminated, options to **minimise** the risks



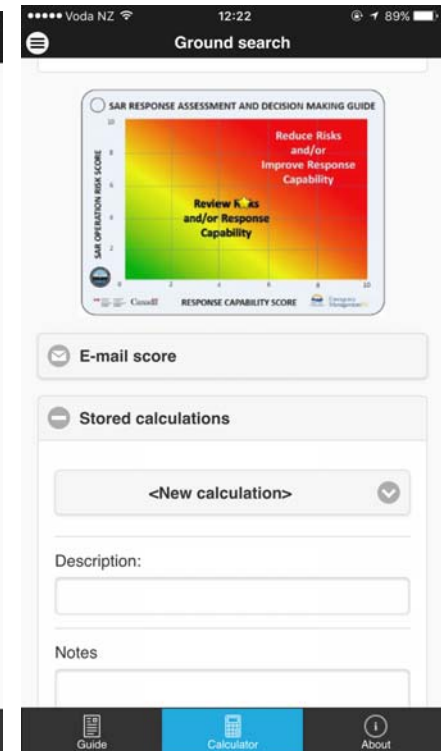
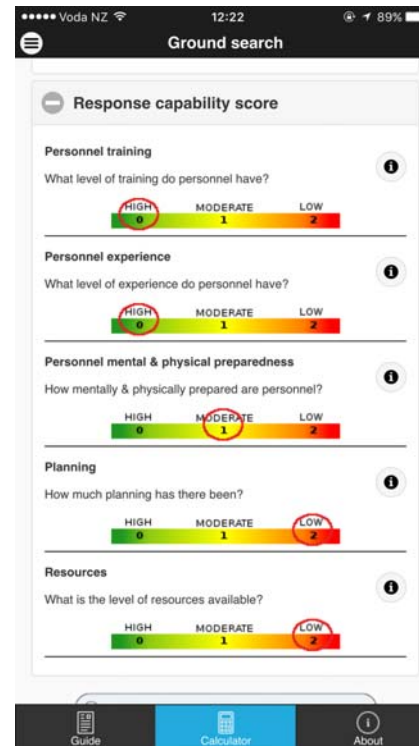
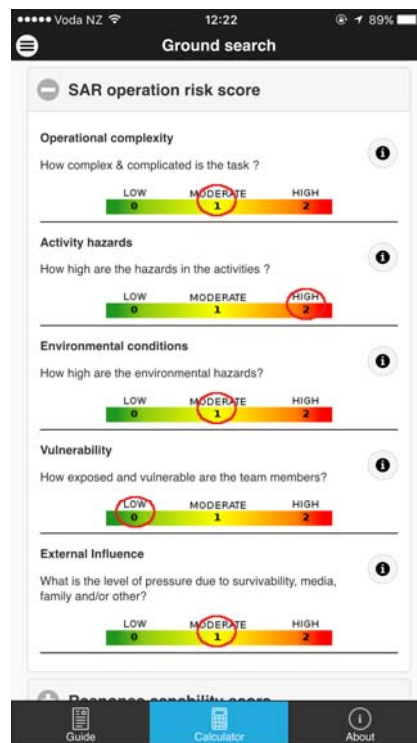
## USE COMMON CONTROLS FOR COMMON RISKS

# IN PRACTICE: RISK MANAGEMENT



# IN PRACTICE: DYNAMIC RISK ASSESSMENT

*“The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in the rapidly changing circumstances of an operational incident.”*



# documentation...

Every document needs a clear purpose. Ask yourself what the document is for

## GOOD PRACTICE GUIDELINES

Writing health and safety documents for your workplace

## Fact Sheet

Business that engages a volunteer



JS2

**Slide 12**

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**JS2**

Helen to add in her SAR stakeholder version

Jane Stringer, 6/09/2016



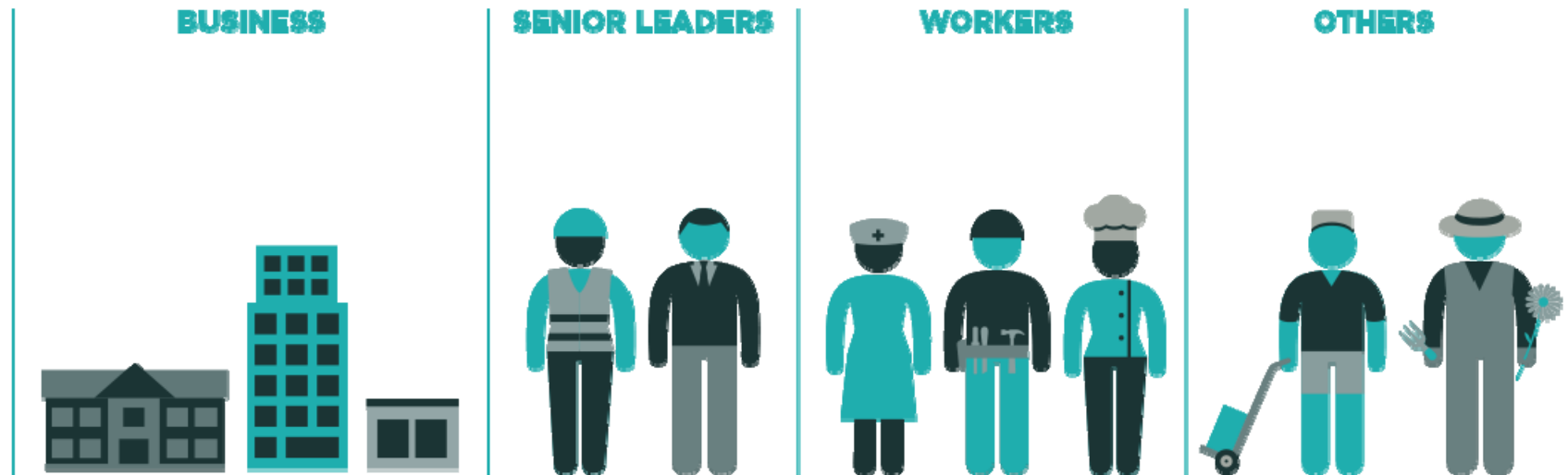
[Link to video](#)

# How hswa helps

## Five Key Concepts



# EVERYONE HAS A ROLE TO PLAY





# 1. BUSINESSES

## PCBUs



- › PCBU – **Person Conducting a Business or Undertaking** – is a broad concept that captures all types of modern working arrangements
- › A **business** – whether commercial or non-commercial – **is a PCBU**.
- › Note that **sole traders** and **self-employed** are PCBUs

# 1. PCBU OR VOLUNTEER ASSOCIATION?



An entirely voluntary organisation working for a community purpose, with no employees is a **volunteer association**. It is not a PCBU and has no duty, responsibility or liability under the Health and Safety at Work Act.

## The ACT

An organisation that has any employees is a **PCBU** and the Health and Safety at Work Act does apply. This includes not-for-profit businesses working for a community purpose – even if it only has one part time employee.

The PCBU has the primary duty of care for health and safety.

# 1. PCBU OR VOLUNTEER ASSOCIATION?

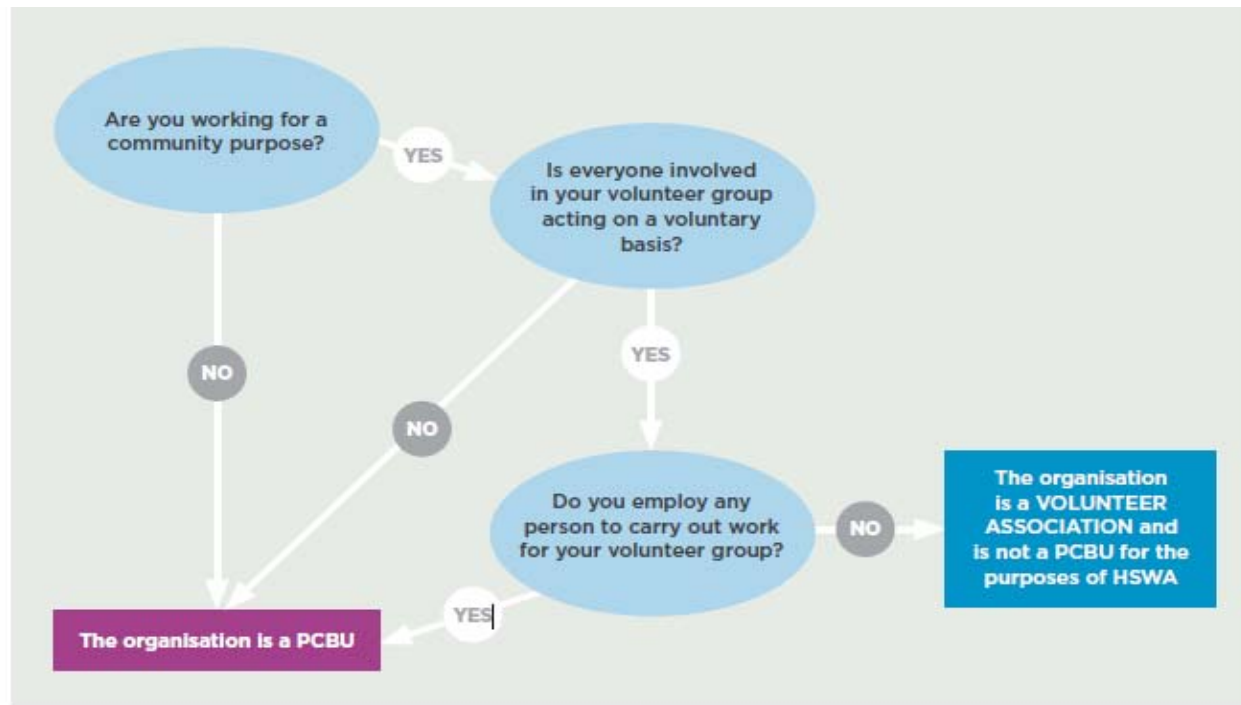


Figure 1: PCBU or volunteer association?

# REMEMBER THE PURPOSE



**EVERYONE WHO GOES TO WORK  
SHOULD COME HOME HEALTHY AND SAFE**

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# The Business has primary responsibility

## PCBUs and Primary Duty of Care



### A business must look after:

- › The health and safety of your **workers** and **any other workers** you **influence or direct**
- › The health and safety of **other people** at risk from any work you carry out
  - eg customers, visitors, public

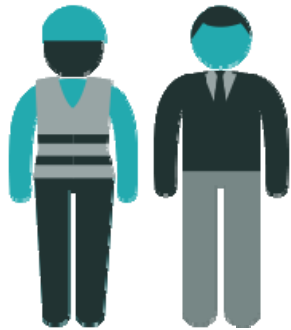
## 2. SENIOR BUSINESS LEADERS

### Officers and the Duty of Due Diligence



- > An **Officer** is a person who holds a very senior leadership position, and has the **ability to significantly influence the management** of a Business or Undertaking.
- > Includes:
  - Directors of a company
  - Partners in a partnership
  - Board members
  - CEO

# OFFICERS MUST ENSURE THE BUSINESS IS MEETING ITS H&S RESPONSIBILITIES



- > Officers must do **due diligence** to make sure the business understands and manages its key risks
- > They must:
  - keep **up-to-date knowledge** of health and safety
  - **understand the operations** of their business
  - **ensure** and **check** that their business has **appropriate resources** and **processes** for health and safety

# In practice due diligence

**Lead**

- Define approach
- Set expectations and direction
- Support and encourage

**Learn**

- Understand risk and controls
- Understand process
- Understand resource need and use

**Look**

- Trust but verify
- Monitor what matters
- Focus on what you can influence or control



# 3. WORKING WITH OTHER BUSINESSES



## Overlapping Duties

- > When the duties of two or more businesses overlap, they must **consult, co-operate** and **co-ordinate activities** to meet their health and safety responsibilities to workers and others.



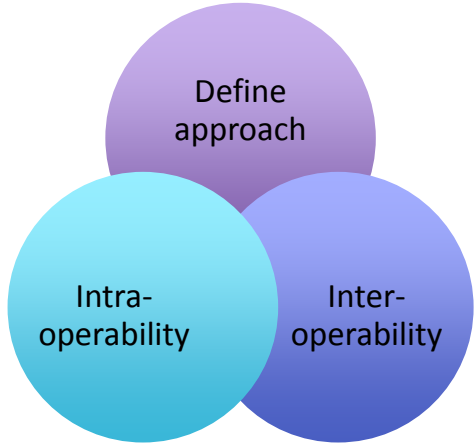
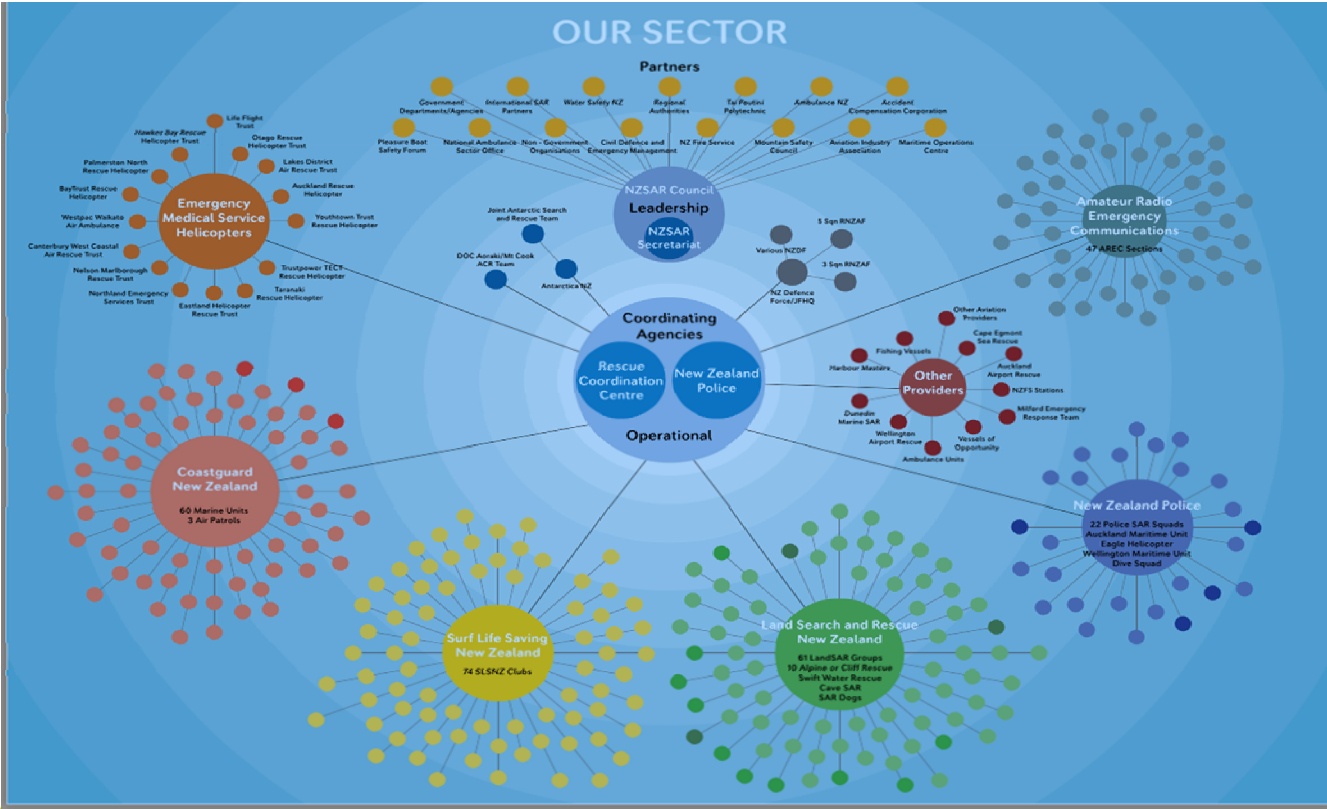
### 3. WORKING WITH OTHER BUSINESSES



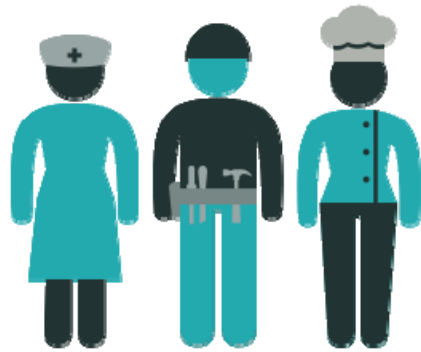
#### Overlapping Duties

- › Plan ahead, think about the **stages** of your work and **who is affected** by it
- › Identify the risks to be managed and **together agree how to control the risks** and who is best placed to do so
- › Define **roles, responsibilities** and **actions** and explain these to workers and other businesses so they know what to expect
- › Continue to **consult, communicate, co-operate** and **co-ordinate** including carrying out reasonable and proportionate monitoring to ensure H&S is maintained

# IN PRACTICE: WORKING WITH OTHERS



## 4. Workers and others in a Workplace



> A worker is **an individual who carries out work in any capacity** for a business or undertaking.

- Employees
- Contractors/Sub-contractors
- Employees of labour hire companies
- Apprentices or trainees
- People doing work experience or work trial
- Volunteer workers

## 4. Workers and others in a Workplace



> **Others** in a workplace include:

- Casual volunteers
- Visitors to a workplace (eg media, suppliers)
- Customers
- Any public who could come into contact with a business' work activity

## 4. VOLUNTEER WORKER or OTHER CASUAL VOLUNTEER?

**Volunteer workers** are people who regularly work for a PCBU, with its knowledge and consent, on an ongoing basis and are integral to the PCBU's operations.

For example, volunteer SAR worker



**Other volunteers** who do not meet the criteria of a volunteer worker are 'others at a workplace'.

For example, members of the public helping in a search



# IN PRACTICE: WORKERS / VOLUNTEERS



**A volunteer rescue worker  
= A volunteer worker**

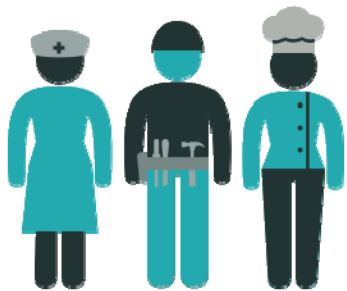


**Member of the public volunteers for a specific  
search**

**= A casual volunteer**



# WORKERS' AND OTHERS' RESPONSIBILITIES



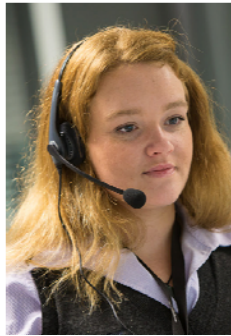
- > **Workers** and **Others** in a workplace must:
  - **Take reasonable care** for their own health and safety and that of others
  - **Follow** any reasonable health and safety **instructions** given to them by the business



- > and **Workers** must:
  - **Co-operate** with any reasonable business policy or procedure relating to health and safety in the workplace



# What are we doing to help you?



[Home Time Ad](#)  
[Home Time Ad](#)  
[Home Time Ad](#)

# BALANCING ACT

Keeping volunteers healthy and safe.

Not discouraging volunteering or PCBU use of volunteers.



**“We need a new way of thinking”**



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