

Health & Safety Policy

Version 21/01 (Initial version approved by the Board 28 June 2014)

Purpose:

1. Choirs Aotearoa New Zealand Trust (hereinafter called 'the Trust') is committed to the protection of employees, choir members, contractors and visitors (audience) by providing and maintaining a safe working environment, and taking all practical steps to prevent accidental injury or damage from work carried out by, and on behalf of, our operation.
2. This policy will support the Establishment to implement the Trust's values as detailed in its 'Purposes on the Trust Deed.

Scope:

3. This policy applies to all people in the working 'environment' such as the Trust's offices and any venue in which people are operating under the aegis of the Trust, viz. rehearsal or concert halls, accommodation and transport.
4. Everyone has a responsibility under the Health and Safety in Employment Act 1992 and its amendments, to conduct their duties/business in a safe and healthy manner.

Policy Statements:

5. The Chief Executive, representing the Trust, has overall responsibility for the effective management of health and safety. He or she, together with fellow employee(s), is responsible for ensuring the organisation complies with all relevant legislation, regulations, codes of practice and safe operating procedures. Each of the Trust's managers is accountable for the health and safety of people under their supervision.
6. The Chief Executive will consult with people covered by this policy on all health and safety matters and encourage them to participate in the Health and Safety programme. Key components of the programme are:
 - all work facilities and equipment are suitable for their intended purpose and meet safety requirements;
 - adequate training, information, instruction and supervision are provided;
 - visitors are made aware of safety procedures;
 - the Trust's managers respond promptly to any health and safety issues brought to their attention;
 - all accidents and near misses are properly recorded, reported and investigated;
 - health and safety objectives and responsibilities are included in individual job descriptions and induction programmes; and
 - health and safety objectives and performance criteria are included in every employee's performance plan.
7. People are responsible for taking all practical steps to ensure the safety of themselves and others and also understanding their responsibilities in an emergency. Key responsibilities are:

- follow all safe work procedures, rules and instructions;
 - if in doubt about the safety of a task, stop and get instructions from a Trust manager before continuing;
 - report any pain or discomfort early;
 - know how and where medical help can be obtained;
 - report all accidents, incidents and unsafe conditions to a manager; and
 - inform their manager of workload issues likely to cause concern.
8. Staff working remotely is responsible for ensuring that their work environment is compliant with this health and safety policy.
9. Health and Safety:
The Chief Executive and the Business Advisory Group (BAG) Board sub-committee will review Health and Safety at least once per year and issue guidance accordingly.
10. Personnel who are not satisfied that the Trust is complying with all relevant legislation, regulations, codes of practice and safe operating procedures can escalate their concerns to the Trust's Board.
11. Health & Safety Risk Register:
The most frequent and highest impact hazards or risks and the generic options for managing them will be listed in this Register. The Trust's managers and contractors will review the list prior to any notable activity and amendments will be made accordingly.
12. Incident Reporting:
Any incident requiring external assistance, viz. medical, emergency services, etc. will be reported by the senior staff member involved and this will be noted in the Health & Safety Risk Register and incorporated into list of hazards and risks. All employees and the BAG will be notified of such incidents to ensure that measures are put in place to reduce the likelihood of reoccurrence.

The Trust may wish to develop policies in the future on various subjects such as Smokefree, Rehabilitation, Healthy Workstations & Eye care, Visitors, Employee Assistance Programme, Impairment in the Workplace, Stress, etc.