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PALMERSTON  
NORTH**

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# Health and Safety Policy

## Approval and Review

This Policy was approved by the Diocese of Palmerston North on 10 June 2016.

This Policy was ratified by the Parish of Napier on 25<sup>th</sup> January 2017.

This policy will be reviewed by the Diocese of Palmerston North on 1 July 2017.

## Purpose

Conscious of Catholic social teaching on work, we will ensure that the Diocese's health and safety system is consistent with legislative requirements under the Health and Safety at Work Act 2015 ("the Act") and being a good employer, in order to prevent workplace death and injury.

This policy will also assist all who engage with the Diocese of Palmerston by defining and outlining responsibilities of:

- Bishop and the Diocese.
- Priests and Parishes.
- Staff members of Diocese and Parish.
- Advisory Boards.
- Volunteers.

This policy should be read in conjunction with the Act that came into force on 4 April 2016 and any subsequent amendments. The policy will refer to specific clauses in the Act where practical so as not to repeat legislation.

## Coverage

This policy covers the Diocese of Palmerston North and its Parishes. This includes workers of the Diocese or Parishes who work in diocesan offices, parish offices, from home, or in another location listed in the employee's employment agreement.

This policy *excludes* other Catholic trusts (including proprietor trust boards who own Catholic Schools), organisations and agencies who do work in the diocese and boards of trustees who run Catholic Schools. These entities are required to have their own Health and Safety systems.

At times the Diocese/Parish and other entities may have overlapping duties as Persons Conducting a Business or Undertaking (PCBU). If there are overlapping duties with these or other PCBU the Diocese and its parishes will work together to consult on activities on a site by site, case by case basis.

The Act is not intended to curb workplace social activities. Staff functions are not generally covered by the Act.

## Definitions

PCBU	Officers	Workers	Places of Work	Other PCBU (Overlapping Duties)
Diocese (Corporation Sole)	Bishop. General Manager.	Bishop. General Manager. Volunteer Advisory Board Members. All staff. Volunteer Workers. Chaplains (Prison, Hospital, etc...).	Wherever a worker goes in the context of work. Diocesan Centre. Chaplaincy sites. Venues and vehicles used in the course of work.	e.g. Camps and other offsite facility owners. BoTs of Bishop's Schools. Parishes. Contracted parties.
Parish (Ecclesiastical Trust with the Corporation Sole as sole Trustee)	Parish Priest or other formally appointed Parish Administrator. Possibly Parish Manager or similar depending on extent of duties.	Parish Priest. Volunteer Advisory Board Members. Staff. Parish Clergy. Volunteer Workers.	Wherever a worker goes in the context of work. Parish office. Parish Church. Parish Presbytery. Venues and vehicles used in the course of work.	e.g. Camps and other offsite facility owners. Diocese. Contracted parties.

The **Diocese** is a Person Conducting a Business or Undertaking (**PCBU**).

Each **Parish** is also separately a Person Conducting a Business or Undertaking (**PCBU**). Since the Office of the Roman Catholic Bishop of the Diocese is vested with responsibility under the Roman Catholic Bishops Empowering Act (1997) as Corporation Sole and each parish is established as an ecclesiastical trust with the bishop as sole trustee, he is an **officer of both the Diocese and each parish**.

The Diocesan General Manager “exercises significant influence over the management of the business or undertaking” and is therefore an **officer of the Diocese**.

The Parish Priest or Parish Administrator appointed by the Bishop “exercises significant influence over the management of the business or undertaking” and is therefore an **officer of the Parish**.

Staff and volunteers (who fall under the definition of Volunteer worker) are **workers** in the Act.

A volunteer is a **volunteer worker** if:

- The volunteer is doing work for a business who knows that they are doing work for them, and
- The volunteer does the work on an on-going and regular basis, and

- The work is an integral part of the business, and
  - The work is not:
    - Participating in fundraising.
    - Assisting with sports or recreation for an educational institute, sports club or recreation club.
    - Assisting with activities for an educational institution outside its premises.
    - Providing care for another person in the volunteer’s home eg, foster care.

A volunteer must meet all the above conditions to be regarded as a **volunteer worker**.

Advisory board members, such as those who serve on the Diocesan Management Advisory Council (DMAC), Council of Priests, College of Consulters, Parish Finance Committee or Pastoral Council are **volunteer workers**. These groups are advisory to the Bishop or Parish Priest. In the case of the DMAC, College of Consulters, and Finance Committees these boards can restrict, through the financial approval process outlined in Canon Law, the expenditure of the relevant administrator but they cannot absolutely direct (only advise) the Bishop or Parish Priest to undertake specific management actions in respect of the organisation therefore do not “exercise significant influence over the management of the business or undertaking”.

**Places of work** are defined as a place where a worker goes or is likely to be while at work, or where work is being carried out or is customarily carried out. Most duties under HSWA relate to the conduct of work. However, while the focus is on the work being carried out and how it can affect workers and others, there are certain duties that relate to the physical workplace.

A **workplace** can often have multiple PCBU with duties on that site. It is the responsibility of each and every PCBU to work with other PCBU to determine how to operate to ensure a safe workplace for all who use it.

The Act talks about doing what is **reasonably practicable**. *“Reasonably practicable means you don’t have to do everything humanly possible; you do what is suitable in the circumstances to first try to eliminate the risk. If the risk can’t be eliminated, then you minimise it. Just because something is possible to do, doesn’t mean it is reasonably practicable under the circumstances.”* (WorkSafeNZ Fact Sheet - Reasonably Practicable).

### Duties

A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers and that other people are not put at risk by its work. This is called the ‘primary duty of care’.

- The PCBU primary duty of care is described in section 36 of the Act.
- The Officers of the PCBU have the duties set out in section 44 of the Act.
- Workers have duties as defined in section 45 of the Act.
- Other persons at the workplace have the duties set out in section 46 of the Act.

### Responsibilities

**Officers** are responsible for

- Acquiring, and keeping up to date, knowledge of work health and safety matters.
- Gaining an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations.

- Ensuring that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking.
- Ensuring that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under HSWA.
- Ensuring that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- Verifying the provision and use of the resources and processes referred to above.  
(cf Section 44 Clause (40) of the Act)

Each PCBU (Diocese and Parish) will appoint a **Health and Safety Coordinator/Adviser** who will

- Have responsibility for management of Health and Safety, including compliance with this Policy, with Health and Safety Law and with Insurance requirements. This includes regularly assessing risks at regular intervals, enforcing policies and ensuring that other persons are able to carry out their duties safely.
- Not be defined as an Officer but be a worker of the PCBU, unless they are already an officer by definition of the Act.
- Receive and review risk registers, incident registers and reports.
- Participate and coordinate incident reviews.
- Be responsible for ensuring that this Health and Safety Policy is kept up to date, by revising the Policy as necessary and reviewing the Policy at least every twelve months;
- Arrange training courses, as may be necessary or desirable, so that specific legal requirements are adhered to and that any changes in such requirements are complied with and communicated to employees, leaders, helpers and volunteers as necessary.
- In the case of a parish, provide regular reports to the Diocesan General Manager on compliance with this policy and associated procedures.
- Work with a Committee to develop Health and Safety practices and procedures that best fit the work place. For the Diocese this will be the Diocesan Health and Safety Committee; Parishes may establish a sub-Committee of the Pastoral or Finance Committee for this purpose.

Those who exercise **management responsibilities** for workers are responsible for ensuring that:

- Risks are identified, eliminated, mitigated or monitored and reviewed.
- Any health and safety issues and risks are responded to promptly.
- The hazard register and incident registers are maintained and reviewed.
- Staff have suitable equipment which is safe for the work they do.
- Staff comply with health and safety requirements of all PCBU at a workplace.
- Information about health and safety is made available to workers.
- Staff are supported in a safe return to work after illness or injury.
- Reporting any incidents to the PCBU via the designated Health and Safety Coordinator/Adviser who will inform the PCBU Officer and Worksafe (if required)

Each **worker** is required to play a vital and responsible role in maintaining a safe and healthy workplace by

- Taking reasonable care for their own health and safety.
- Carrying out their work in ways which reflect safe practice.
- Assisting with identification of hazards in a pro-active manner.

- Reporting accidents, incidents, or developing health and safety problems (eg pain or discomfort) to the PCBU via the designated Health and Safety Coordinator/Adviser who will inform the PCBU Officer and Worksafe (if required).
- Seeking help with unfamiliar equipment, or if unsure about how to safely complete a task.
- Keeping the workplace tidy to minimize the possibility of trips and falls.

**Other persons must:**

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU and its agents.

**Worker engagement and participation**

Engagement with workers on health and safety is to take place

- Within one month of this policy being approved.
- Annually in the first half of December.
- When any of the circumstances in section 60 of the Act arise.
- Individually during the performance appraisal process.
- At the start of employment.

In the engagement process relevant information is to be shared with workers in a timely manner. It is likely that the Health and Safety Coordinator will lead these processes. Workers are to be given a reasonable opportunity to express their views and to raise work health or safety issues in relation to the matter; and to contribute to the decision-making process. The views of workers are to be taken into account; and the workers are to be advised of the outcome of the engagement in a timely manner.

**Application of policies of another PCBU**

The diocese or parish may utilise workplaces controlled in whole or part by other PCBU. This is especially true of Chaplains and other employees who may spend most of their employment working in a workplaces wholly controlled by another PCBU (e.g. Prison, Hospital, School). The policies and procedures of the other PCBU will generally apply to workers of the Diocese or Parish in the following areas:

- Health and Safety training where this involves training for processes and skills related to a building (eg First Aid, Fire Warden).
- Security and critical incidents.
- Out of hours work in the building.
- Fire and natural disasters.
- Incident reporting.

If there is any doubt on this matter the worker is to request clarification from their manager who may consult the Health and Safety Coordinator/Adviser and/or other Officer of the relevant PCBU.

**Incident reporting**

Accidents and incidents are to be reported to the PCBU's Health and Safety Coordinator/Adviser as soon as possible after they occur, and are to be recorded in the PCBU Accident/Incident Log. Records are to be kept for five years.

Workers must report ongoing or slow development issues (eg repetitive strain or stress) as soon as they become aware of the problem.

### Related policies and procedures

- Human Resource Policies and Procedures (for Staff of the Diocese of Palmerston North).
- Diocesan Norms for Parish Finance Committees.
- *Hikoi Tahi* - Standards For Youth and Young Adult Ministry in Aotearoa New Zealand
- Diocese of Palmerston North Health and Safety Procedures (when finalised):

Procedure Name
Incident and Accident
Events
Health and Safety Coordinator/Adviser
Worker participation
Workplace facilities
First Aid
Emergency Planning (fire, natural disaster)
Property management, leasing, and hire
Hazardous substances
Mental health
H&S Training
Personal Protective Equipment
Remote/isolated work
Driving
Contractors
Working at height
Electrical
Ergonomics
Security
Drugs and Alcohol

### Glossary of Terms

**Manaakitanga** - that an individual or group is cared for and tended to through hospitality which enhances their *mana* and recognises their human dignity.

**Aroha** - that an individual or group is tended to and cared for in a compassionate way.

**Mana** - the recognition and respect of a person or groups human dignity in cultural and spiritual terms.

**Tika** - that the church's teachings of justice are observed and applied in all situations with individuals and/ or groups. .

**Pono** - that the church's teachings of faith and truth are observed and applied in all situations with individuals and/ or groups.

**Tapu** - the recognition and respect of a person or groups sacredness is respected and recognised.