

THE HEALTH AND SAFETY POLICY STATEMENT

Precinct and AMP Haumi Management Limited (AHML) are resolute in their focus to keep their workers, tenants and all other parties associated with the management of their assets safe. Health and Safety is a collective responsibility through all levels within the organisation, covering every single individual as we all have an important part to play in maintaining what is a non-negotiable and on-going focus on Health and Safety.

Precinct recognises the absolute necessity of adopting safe working practices and operates with the highest standards of safety and quality. This policy is communicated and signed by all staff on induction.

The CEO, senior management and all staff are committed to the protection of workers and others from accidental injury and the promotion of occupational safety, health and welfare, focusing on the following:

COMMITMENT TO COMPLY WITH LEGISLATION, REGULATIONS AND STANDARD CODES OF PRACTICE.

Comply with and are guided by the following relevant legislation, standards, codes of practices and safe operating procedures including:

- Health and Safety at Work Act 2015.
- Accident Compensation Act 2001 No 49.
- Occupational Health and Safety Management System, NZS4801.
- Hazardous Substances and New Organisms Act 1996.
- Applicable Workplace Management Systems and approved Codes of Practice relevant to this industry.

MANAGEMENT RESPONSIBILITIES FOR HEALTH AND SAFETY.

All staff are personally accountable for the performance criteria for their work areas and sites and their performance and positions are reviewed against health and safety responsibilities, contribution and results.

Managers will consult with workers and ensure injury prevention initiatives and incentives which promote a safer working environment are in place.

Precinct and AHML have a policy where H&S compliance is an important factor in staff performance reviews & staff will be measured on this compliance. Failure to fully adhere will result in warnings or dismissal.

INDIVIDUAL RESPONSIBILITIES FOR HEALTH AND SAFETY.

Observe and practice safe work methods and well-being.

Assist with the identification of hazards and with determining suitable controls that eliminate, minimise and monitor those hazards.

Commit to health, safety and environmental issues within the workplace. All new and current staff will be required to familiarise themselves with the H&S Policy Statement, H&S Responsibilities and other relevant supporting documentation.

Immediately report any unsafe work condition or equipment to management or the H&S Coordinator.

Make available information that will assist in accident prevention to make our business a safer place to work.

Adhere to all health and safety policies and follow guidelines.

Where safety equipment is provided, ensure it is always used correctly.

CONSULTATION AND PARTICIPATION

Staff are duly involved in the development of procedures of health, safety and environmental protection, and ensures that these issues are included in regular discussions at all levels of the company.

Consult with and encourage the full participation of all workers in all issues concerning Health and Safety.

There will be:

Departmental meetings held on a regular basis, with all health or safety issues reported back to the Health and Safety Committee directly.

Monthly Health and Safety Committee meetings (with the CEO, Managers and staff member) with regular reporting to the Board (at least every quarter).

Annual re-election/selection of staff members to the Health and Safety Committee to include the CEO and COO, as well as appointments of management as appointed by the CEO.

REPORTING AND RECORDING OF WORKPLACE INCIDENTS/NEAR MISSES AND INJURIES

Immediately report any accidents, incidents or near misses to management and the H&S Coordinator.

Provide and maintain a procedure of accurate Accident Reporting of incidents and near misses, including introducing disciplinary procedure if correct reporting not completed in a timely manner.

Managers and their performance and positions are reviewed against accident/incident/near miss reporting recording and results.

COMMITMENT TO IMPROVEMENT IN HEALTH AND SAFETY

Implement, maintain and continuously improve an effective and sustainably achievable Health, Safety and Environmental Management Program that is integrated into the daily management practices.

Precinct will primarily factor in when purchasing new equipment – noise levels and safety features.

COMMITMENT TO ENSURE MANAGERS HAVE UNDERSTANDING RELATIVE TO THEIR POSITION

Managers are encouraged and committed to continuously improve in areas and processes of health and safety management in our organisation, through regular reviews/meetings with management.

Managers understand their individual responsibilities to promote and maintain a safe workplace, equipment and materials and are empowered to establish and insist upon safe methods and practices and to ensure staff participation at all levels.

MANAGEMENT SUPPORT RETURN TO WORK OF INJURED WORKERS

Precinct support the safe and early return to work of injured workers, particularly by providing appropriate rehabilitation information, access to an EAP, and training to all management staff.

The company will run a systematic approach to rehabilitation and support early return to work, recognising the benefits both emotionally and financially to individuals.

Signed by the Chief Executive Officer: Dated...11 August 2020...



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