

Health and Safety Policy

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Policy Owner and Approval

- The Owner of this policy is the General Manager Technical and Performance
- This Policy has been approved by the Board.
- The Committee responsible is the Health and Safety Committee

Review Date

February 2017

Effective Date

11 May 2012

Introduction

Purpose and Scope

At Southern Response we share a health and safety vision:

Health, safety and well-being for all our people, above all else

We share this commitment with our partners at Arrow International and the supply chain who are working to deliver the project.

The health, safety and wellbeing of personnel, customers and workers involved on the Southern Response project are of prime importance at Southern Response, and it is our intention to strive for excellence in health and safety management through involvement of our people.

This Policy applies to all:

- Southern Response workplaces, on and off site where employment tasks are performed, and
 - Personnel, visitors, contractor, customers and workers involved on the Southern Response project
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Policy Statement

We are committed to encouraging everyone involved in a Southern Response claim to be aware of their responsibility for the health and safety of themselves and others around them.

We are committed to making the company a leader in health and safety based on excellence in practice and will constantly seek ways in which we can ensure no one involved in our claims suffers injury or harm through our work.

We recognise that health and safety is far wider than purely the risks associated with the physical construction aspects of our claims and place equal emphasis on the health and well-being of our people as they work through the complexities of our claim management tasks.

As a signatory of the Canterbury Rebuild Charter we endorse the vision of the Charter and expect the Charter Commitments to be demonstrated on Southern Response sites as a minimum standard.

Definitions

Definitions relating to this Policy may be found at Appendix 1.

Joint Responsibilities

Successful implementation of this Policy is dependent on both Management and personnel carrying out the responsibilities below.

Policy

Southern Response Management Responsibility

Management aims so far as is reasonably practicable, to protect personnel health, safety and wellbeing, and that of others in accordance with our legal obligations, through compliance with relevant acts, regulations, codes of practice and safe operating procedures that apply to working conditions in our industry. Management will;

- provide and maintain a working environment and systems for personnel, contractors and visitors that is safe and without risk to health;
- provide information and training to all Southern Response's managers to ensure an appropriate level of competency in health and safety related matters;
- establish health and safety objectives which will be reviewed each year through the internal audit process and performance review processes to ensure continuous improvement in health and safety management;
- provide reasonable opportunities for personnel to be represented and to participate in processes to improve health and safety within Southern Response;
- recognise those personnel who make a significant contribution to the ongoing review and improvement of our Health and Safety system;
- provide such information, instruction, training, and supervision as is necessary, to ensure that health and safety hazards are identified, understood and managed effectively;
- require accurate reporting, notification and investigation of all injuries and accidents;
- provide prompt, effective work-based rehabilitation for all work related injuries, and non-work injuries where appropriate and possible;
- provide appropriate equipment and/or protective clothing, ensure it is used and that personnel exposure to hazards is monitored;
- provide a Visitor and Contractor Register which is completed.

Southern Response Employees' Responsibility

As our journey to excellence in Health and Safety is a shared undertaking, personnel are expected to take accountability for making Southern Response a healthy and safe workplace and therefore they:

- are to complete an induction course, which includes health and safety procedures on the first day of your employment;
- are to observe and practices safe work methods, such as safe handling and lifting; the ergonomically correct use of work areas; the safe use of equipment etc.;
- are to immediately report any hazards, safety concerns, unsafe conditions, behaviour or equipment to their manager;
- are to immediately report all accidents whether involving personnel, a team member or a visitor, regardless of whether the accident resulted in injury or illness and regardless of how minor the incident may be. Even minor incidents or "near misses", may indicate an unsafe condition, which should be corrected;
- are to actively participate in rehabilitation for work related and non-work injuries where appropriate and possible.

Arrow's Responsibility

Arrow is engaged by Southern Response to provide project management services under the PMSA. The PMSA describes a broad obligation for Arrow to act in a diligent, commercially prudent and reasonable manner in accordance with project management standards generally accepted within the construction industry. The PMSA also sets specific responsibilities:

- Ensure that all health and safety requirements defined in the Contractor Agreements and the Build Contract are implemented by the contractor.
- Maintain published policies and procedures which cover all relevant health and safety matters and comply with legislation and conform with good industry practice.
- Act in a diligent and reasonable manner in accordance with project management standards generally accepted within the construction industry.
- Maintain health and safety records in accordance with good industry practice and applicable laws.

Contractor's Responsibility

The contractor has primary responsibility for health and safety on site as stated in both the Build Contract or Agreements (for those contractors not engaged in repair or rebuild) and the Site Specific Health and Safety Plan. The contractor often has overlapping duties as a Principal, a person in control of a place of work and as an employer. The contractor is responsible for:

- Managing and controlling the site in respect of New Zealand's health and safety legislation.
- Ensuring the requirements of the SSSP are met by subcontractors, including task specific activity.
- Employing/engaging competent people and fit for purpose equipment in accordance with an appropriate site- and task-specific risk assessment (completed prior to beginning work)

Relevant Links

Relevant References and Resources

- Health and Safety at Work Act 2015
- The Board Health and Safety Committee Terms of Reference
- The Board Health and Safety Charter
- The Project Health and Safety Framework
- IPRC 2001– Injury Prevention, Rehabilitation and Compensation Act
- Southern Response's Health and Safety Manual
- The Canterbury Rebuild Safety Charter

Version Control

Version	Date	Author	Description
0.1	2.04.2012	██████	Created
0.2	10.04.2012	██████	Incorporating Feedback from Chapman Tripp Solicitors
1.0	14/10/2013	S Giles	Revised policy owner from Chief Corporate Officer to General Counsel
2.0	11/09/2015	V Wells	Scheduled Review
2.1	14/09/2015	A Gruczynska	H&S Committee approved and recommended to the Board, subject to minor amendments
2.2	22/10/2015	A Gruczynska	Board approved.

Appendix 1 – Definitions

Hazard

An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance that is an actual or potential cause or source of harm.

The HSW Act 2015 specifically recognises a situation where a person's behaviour may be an actual or potential cause or source of harm, and without limitation, a situation described in subparagraph (1) resulting from physical or mental fatigue, drugs, alcohol, traumatic shock, or another temporary condition that affects a person's behaviour.

Management

Team Managers, General Managers, Unit Managers and Managers.

Personnel

Applies to all employees and other personnel providing services to Southern Response (e.g. independent contractors), together defined as "Southern Response Personnel".

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SOUTHERN RESPONSE EARTHQUAKE SERVICES LTD