



HEALTH AND SAFETY POLICY

Opuha Water Ltd is committed to health and safety and believes that the safety and wellbeing of its workers, representatives, contractors, visitors and customers is paramount in all aspects of our business. We will take all reasonably practicable steps to provide and maintain a safe and healthy workplace for the benefit of all persons who experience it.

Revision Chronology					
No.	Revision Status	Date	Preparer	Checked	Approved
01	<i>Adoption</i>	Nov 2018	AM	AM	Board
01A	<i>Internal Review</i>	23/11/2022		AM	Board

To operationalise the intent of the Opuha Water Ltd Health and Safety Policy, we will develop and maintain a Health and Safety Process Guide. The Process Guide will create tangible processes and guidelines to enable health and safety management to be effective and value adding at Opuha Water Ltd

Our Commitment, We will.....



Policy & Compliance

- Meet our obligations under the Health and Safety at Work Act 2015, and Health and Safety Regulations at Work 2016
- Ensure compliance with statutory legislative requirements and current industry standards
- Regularly review policies and procedures, including following any significant changes to work procedures or following any significant accident



People & Culture

- Provide a workplace environment where a positive Health and Safety culture can flourish
- Facilitate continuous improvement in Health and Safety performance and open communication with all staff in all Health and Safety matters
- Ensure that a co-operative and collaborative relationship exists between management and workers to achieve and maintain best practice in Health and Safety
- Ensure all individuals understand their responsibilities for Health and Safety



Systems & Procedures

- Provide written procedures for safe operation of systems and equipment
- Accurately record, monitor and report all workplace incidents and events
- Provide appropriate inductions to all workers covering relevant aspects of safety management, hazards, PPE and training requirements to ensure safety while at work
- Provide an injury management/rehabilitation /return to work plan for any ill or injured worker to ensure a safe and early return to work

Roles & Responsibilities

The onus of responsibility for health and safety exists across all roles and responsibilities within Opuha Water Ltd. There is a shared interest in collectively providing a great health and safety system; to provide this, Directors, Management and Workers have different roles and obligations to make it a success. These roles and their key responsibilities are described below.

Directors & CEO

- Acquire (and keep up-to-date) knowledge of work health and safety matters
- Understand the nature of Opuha Water's operations and the general hazards and risks associated with them
- Make sure the company has appropriate processes for receiving information on hazards, risks, and incidents, evaluate that information, and respond in a timely way
- Make sure there are processes in place so that the company complies with its legal obligations
- Verify that appropriate resources and processes have been provided and are being used

CEO & Management

- Lead risk and hazard management
- Provide appropriate resources and processes to eliminate or minimise the health and safety risks associated with the company's operations
- Ensure that safety and health related matters are promoted to all staff
- Making sure all new staff, contractors and visitors are inducted in the relevant Health & Safety procedures
- Identify tasks or areas that fail to comply with Health & Safety standards and initiate the appropriate corrective actions
- Ensuring all accidents/illness/incidents are accurately reported, recorded and investigated
- Ensuring WorkSafe New Zealand is notified of any notifiable event in a timely manner
- Ensuring staff training on Health & Safety matters are kept up-to-date and documented
- Supervise rehabilitation programmes or back to work activities for injured workers

Management & Workers

- Working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment
- Only operating equipment for which they deemed to be competent in operating
- Abiding by all displayed rules, safety regulations, policies and procedures
- Keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping
- Wearing appropriate personal protective equipment
- Ensuring no acts or omissions while at work causes harm to any other person
- Being familiar with all emergency equipment and all emergency site procedures
- Not willingly interfering with or misusing items or facilities provided, in the interest of safety
- Reporting all accidents, injuries and near accidents as soon as possible and taking all reasonable action to eliminate their recurrence
- Reporting any hazardous condition, situation or event