



Officer's Handbook

Health and Safety

Disclaimer

Kāinga Ora – Homes and Communities has made every effort to ensure the information contained in this publication is reliable but makes no guarantee of its completeness.

It should not be used as a substitute for legislation or legal advice. Kāinga Ora is not responsible for the results of any action taken on the basis of information in this document or for any errors or omissions.

This publication is a summary document, and due diligence activities may vary depending on an officer's position in the organisation, area of influence and decision-making ability.

Context

The Kāinga Ora Safety, Support and Wellbeing Team brings together health, safety, security, facilities, fleet, travel and administration practitioners to provide strategic leadership and operational management within these functions for our organisation.

The core function of the Safety, Support and Wellbeing Team is to ensure the work we do does not result in harm to people. The safety of our people – which includes our workforce, contractors and our customers – is a priority. Their safety and personal security matters, and our work is aimed at providing safe and secure workplaces, homes and communities.

We care about the wellbeing of our people and that the work they do is valued, their contribution is meaningful and they feel emotionally and psychologically safe and well supported while at work. Our work is aimed at providing for everyone to have the time, opportunity, resources and capability to look after their own personal health and wellbeing.

If you require clarification of any information in this guide, contact the Safety, Support and Wellbeing Team at HealthSafetySecurity@kaingaora.govt.nz for individual support.

Officers under the Health and Safety at Work Act 2015

Who is an officer under the Act?

An officer is a person who holds a very senior leadership position and has the ability to significantly influence the management of a person conducting a business or undertaking (PCBU) by reason of their position. Organisations can have more than one officer.

Officers are:

- company directors
- any partner in a partnership or a general partner in a limited partnership
- any person who holds a position comparable to a director in a body corporate or an unincorporated body
- any person who exercises significant influence over the management of the business or undertaking.

Every officer has an individual duty that cannot be delegated. Officers have a duty because they make policy and investment decisions that can affect workers' health and safety. People in senior leadership positions have an important role in leading health and safety culture throughout a PCBU.

Who is not an officer under the Act?

People who provide health and safety or other advice or make recommendations to senior leadership are not officers solely on this basis.

Some examples of people who are likely not officers (unless they also fall into one of the officer categories described above) are:

- team leaders, line managers and supervisors
- workplace health and safety representatives, managers and advisors
- people that have 'officer' in their job title, such as Administration Officer
- members of project governance bodies operating in an advisory role.

However, these people are important in supporting officers in meeting their duties.

Officers at Kāinga Ora

Kāinga Ora Board members and independent Board members are officers under the Act. Kāinga Ora workers who are not on the Board may still be officers if they can exercise significant influence over the management of Kāinga Ora. This includes executive roles, such as the Chief Executive, and the senior leaders that report directly to them.

Committee members or project committee board members who are not Board members will not be officers by reason only of their committee position. The important consideration is their decision-making ability, which can be ascertained by reference to their committee terms of reference and position description.

Ngā Pae Tātaki are advisory and guiding in nature and as such are not officers.

An officer's duties

The duty of an officer is personal, proactive and non-delegable. You must satisfy yourself that Kāinga Ora has the right processes in place to support the health and safety of workers, customers, contractors and the public.

As an officer, you should foster enough health and safety knowledge to ask the right questions of the right people and to obtain credible information.

<p>Kāinga Ora <u>Health, Safety and Wellbeing Portal on Atamai</u> All resources can also be made available on the Board Books Resource Centre.</p>	<p>Kāinga Ora <u>CG-001 Board Visits to Construction Group Sites SOP - A6090328</u></p>
<p>WorkSafe <u>WorkSafe Position on Officers' Due Diligence</u></p>	<p>Government Health and Safety Lead <u>A Good Practice Guide for Public Service Chief Executives and Officers</u></p>



Your duty






“If a PCBU has a duty or an obligation under the Act, an officer of the PCBU must exercise due diligence to ensure the PCBU complies with that duty or obligation.”

HEALTH AND SAFETY AT WORK ACT 2015, SECTION 44(1)

Due diligence includes taking reasonable steps to:


- be up to date on current health and safety requirements, legislation and industry practice
- understand any potential hazards and risks associated with Kāinga Ora operations
- plan ahead to have the right processes and resources in place to eliminate or minimise potential hazards and risks
- Inform yourself and others of all relevant incident, hazard and risk information
- comply with your duty and obligation to keep yourself and others safe
- verify you have followed all steps above.

Kāinga Ora – top risks for our people in 2023

-  Exposure to distressing event, situation or information
-  Airborne infections
-  Physical violence, intimidation or threatening behaviour
-  Vehicles
-  Workload or work pace (Mental Health effect)

More information is available on the [Health, Safety and Wellbeing Portal](#)

Home > Health, Safety and Wellbeing Portal



HEALTH & SAFETY, LEARNING

Health, Safety and Wellbeing Learning Hub

Start your learning journey →

HEALTH & SAFETY

My Health & Wellbeing

Find more about staying healthy and well at work, at home and information on our current initiatives

HEALTH & SAFETY

My Safety and Security

Your safety and security is important to us. Find out about how to keep safe and secure at work.

HEALTH & SAFETY

How to get involved

Quick links

- Event Specific Safety Plan
- Meet the Health, Safety and Security team
- Noggin 2
- Health and safety Representatives (HSR)
- COVID-19

Taking reasonable steps to meet your s 44 duty

This list is a guide – the specific activities or actions appropriate for you to undertake will depend on your position/role.

Section 44(4)	Duty of officers	Activity guide	Notes
A)	to acquire, and keep up to date, knowledge of work health and safety matters	<ul style="list-style-type: none"> Undertake training in health and safety Review the Health and Safety at Work Act 2015 Ensure health and safety is discussed as a priority item at all Board, committee or project governance committee meetings where relevant Review and discuss all health and safety reports submitted to the Board Visit the regions and talk to our people to gain an understanding of the roles that Kāinga Ora workers perform and the risks they face in our workplaces Be informed of new or changing health and safety requirements both in the regulatory environment and internally to significant practices Be proactive in asking questions of workers and people leaders and in seeking out the information required to satisfy health and safety knowledge Ensure you are provided with regular information regarding changes, prosecutions and court decisions as part of health and safety reporting Review health and safety management principles Review examples of good practice to obtain a general view of what effective health and safety management means 	

Taking reasonable steps to meet your s 44 duty

This list is a guide – the specific activities or actions appropriate for you to undertake will depend on your position/role.

Section 44(4)	Duty of officers	Activity guide	Notes
B)	to gain 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	<ul style="list-style-type: none"> Complete the Kāinga Ora induction, which will provide you with an overview of Kāinga Ora operations and health and safety processes Keep abreast of operational policy Review identified critical risks and hazards Understand how the risk and hazard management processes work Understand the implications on health and safety when making decisions to ensure sufficient resources are allocated 	
C)	to ensure 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	<ul style="list-style-type: none"> Confirm that there are enough health and safety representatives spread across the regions and receive samples of health and safety meeting minutes Confirm that there is health and safety leadership, capability and capacity to enable and facilitate best-practice health and safety to ultimately minimise risk Ensure safety in design is incorporated in our processes to deliver and maintain properties 	

Taking reasonable steps to meet your s 44 duty

This list is a guide – the specific activities or actions appropriate for you to undertake will depend on your position/role.

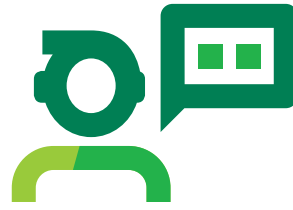
Section 44(4)	Duty of officers	Activity guide	Notes
D)	to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information	<ul style="list-style-type: none"> • Confirm that the right reporting is in place that: <ul style="list-style-type: none"> – captures high potential risk incidents and focuses on critical risks – reports on non-conformances – reports on contractors' performance – contains incident trending that will allow you to understand whether our processes are effective • Have an overview of the incident management system that captures risks and hazards • Confirm that lessons learned are captured • Confirm that, as part of the incident notification process, the relevant agencies are being notified • Confirm that the significant health and safety incidents have an escalation path to relevant officer(s) and associated governance groups (for example, via monthly significant incident reporting) • Review the processes for managing risks and hazards identified within Kāinga Ora and the controls provided • Seek further information if gaps are visible in reporting 	

Taking reasonable steps to meet your s 44 duty

This list is a guide – the specific activities or actions appropriate for you to undertake will depend on your position/role.

Section 44(4)	Duty of officers	Activity guide	Notes
E)	to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act	<ul style="list-style-type: none"> • Read and review the POL-336 Health, Safety and Security Policy and POL-336A Policy Guidance • Set expectations for performance with those holding leadership roles (i.e. CE KPIs) • Assure yourself there are processes to consult, cooperate and coordinate with other PCBUs, and where there are overlapping duties, ensure each PCBU understands its role based on the extent of control it has • Assure yourself there is an emergency management plan and it is tested regularly 	
F)	to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e)	<ul style="list-style-type: none"> • Ensure that health and safety is included in executive charters and terms of reference for decision-making groups that officers participate in • Review health and safety system and maturity audit reports and employee feedback, which will reflect whether health and safety management is operating effectively across the organisation • Seek independent periodic review of information provided to the Board and of officer activities 	

Conversation prompts – te reo Māori



Use these prompts during conversations with workers.

Note that workers have their own obligations under the [Health and Safety at Work Act 2015](#).

See the Business Leaders' Health & Safety Forum document [CEO Health and Safety Conversations That Have Impact](#) for more information.

He aha ētahi atu mea ka taea te kōrero mai mō ngā mōrearea i puta ki mua i a koe i tēnei rā?	He pēhea i whakamaheretia ai ngā mahi? Mehemea e tika ana kia hurihia ngā tikanga, ka aha?
He aha ngā mea ārai i tō mahi i tō mahi i runga i te haumarū?	I ētahi wā, me tahuri kē koe ki ētahi atu tikanga mahi i waho i ngā tikanga kua oti te tūtohu i mua?
I ētahi wā, me tahuri kē koe ki ētahi atu tikanga mahi i waho i ngā tikanga i ākona ki a koe i mua?	He aha ngā mea e hiahiatia ana kia haumarū kē atu te mahi?
He aha ngā tautoko e hiahia nā koe?	He aha he mahi māu kia haumarū kē atu te mahi?
He aha he āwhina māku?	He aha ngā whāinga wāhi kua puta ki mua i tō aroaro, hei whakahaumarū i tēnei wāhi mahi?
He aha ō mahi tautoko i ō hoa mahi i tēnei rā?	

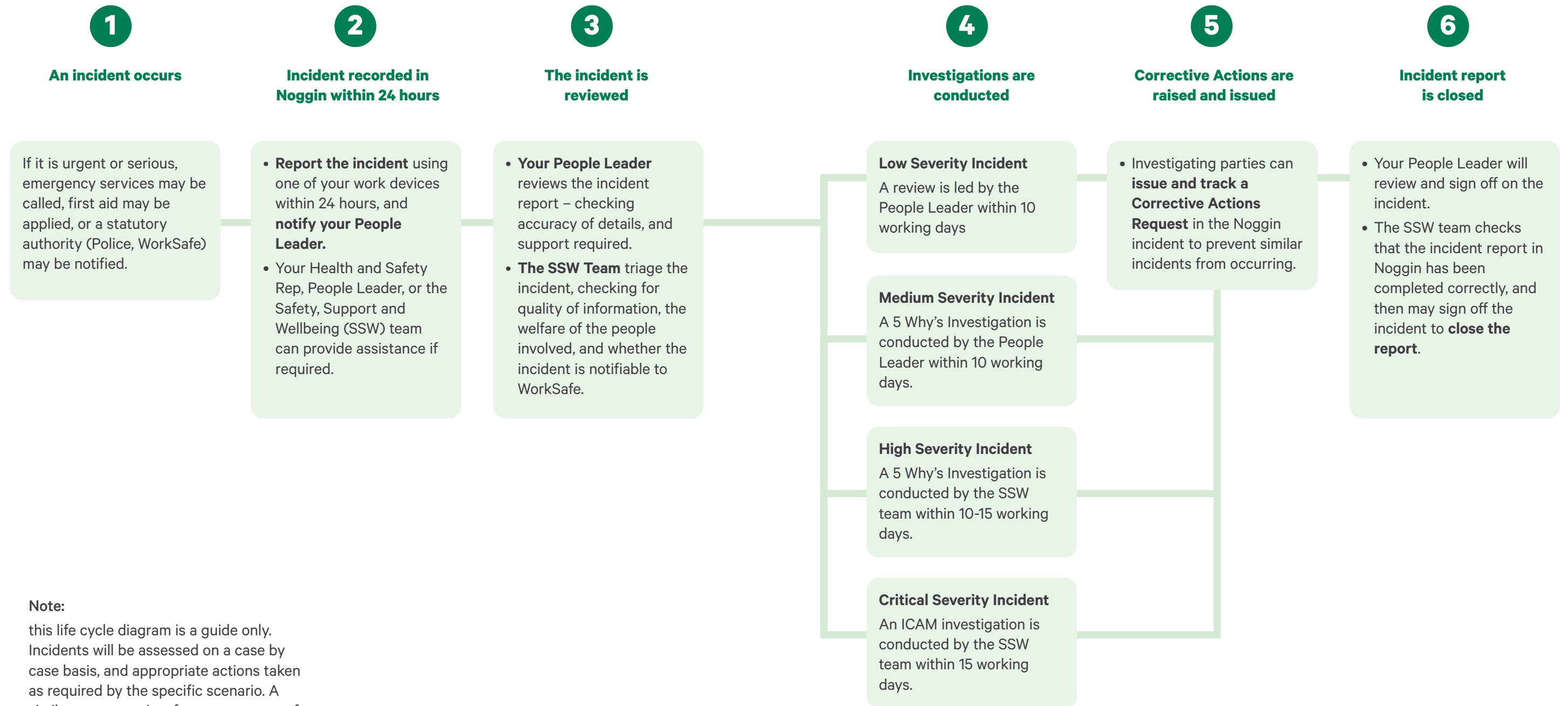
Examples of questions for authors of submitted papers



See the Business Leaders' Health & Safety Forum document [CEO Health and Safety Conversations That Have Impact](#) for more information.

What risks to our people's health and safety were considered? How can our people and others be hurt by this, including mental health?	Does this change our risk profile? Does it create a new risk for the risk register? What is proposed to reduce harm?
Were any of our health and safety representatives and/or workers consulted during this project of work?	Is there an industry standard that needs to be factored in to your thinking?
Does this paper and the timeframes included ensure our people can deliver the solution without impacting their wellbeing?	What strategies will you be using to ensure we have consulted, cooperated and coordinated with other PCBUs?
Does this paper provide for enough resources to do the project safely?	How will you ensure ongoing health and safety assurance of this solution?

The life cycle of an employee incident



Note:
 this life cycle diagram is a guide only. Incidents will be assessed on a case by case basis, and appropriate actions taken as required by the specific scenario. A similar process exists for management of contractor incidents.
 Significant incidents are reported monthly.

Appendix 1: Officer health, safety and security induction

Officers are required to have knowledge of Kāinga Ora operations, how those operations impact on health and safety and how Kāinga Ora manages its health and safety risks to acceptable levels.

The health and safety induction for officers should be included as part of onboarding following appointment. However, it may also be applied retrospectively should any existing officers not be inducted on Kāinga Ora health and safety.

Personal information and context of involvement	
Name of inductee:	Date of induction:
Role:	Start date:
Email contact:	Phone contact:
Name of inductor:	Role:

Personal information and context of involvement			
Induction topic	Induction actions	Inductor	Inductee
Health and safety legislation	The officer has sighted and understands the officer's due diligence requirements outlined in the legislation.	<input type="checkbox"/>	<input type="checkbox"/>
Kāinga Ora Health and Safety Policy	The officer has been provided with a copy of the Kāinga Ora Health and Safety Policy and understands the policy. See POL-336 and POL-336A .	<input type="checkbox"/>	<input type="checkbox"/>
Familiarisation with operations	The officer has completed a familiarisation visit to examples of worksites where Kāinga Ora operations are conducted and understands the size and scope of the operations and the hazards and risks created by those operations.	<input type="checkbox"/>	<input type="checkbox"/>

Induction topic	Induction actions	Inductor	Inductee
Facilities induction via Noggin (Appendix 2) for all sites where the inductee will be located as part of their role	Emergency procedures. Evacuation procedures. Location of emergency equipment.		
Information on the health and safety management system at Kāinga Ora	The inductee is provided information on the health and safety management system and who to contact.		
Knowledge of health and safety practices	The inductee knows: <ul style="list-style-type: none"> what the health and safety risks are in Kāinga Ora in relation to their areas of influence what controls are in place to manage risks what data is collected to inform continuous improvement in health and safety performance (e.g. risk/control reviews and Board reporting) what health and safety standards and/or approved codes of practice apply to Kāinga Ora activities in relation to their areas of influence who to seek further information from regarding health and safety in Kāinga Ora. 		

Note any additional discussion items raised/addressed during the induction process

Please email the completed document to healthsafetysecurity@kaingaora.govt.nz



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