

<b>Health, Safety &amp; Wellbeing Policy</b>	
Authorised by: Board	Owner: GM People & Culture
P128 – Version 9 – February 2023	Date of next Review: February 2025

## **We value the WHOLE you**

We believe in putting people at the heart of what we do by supporting you to thrive both professionally and personally.

### **1 Purpose**

The health, safety and wellbeing of our staff, visitors, collaborators and contractors is important to DairyNZ. This policy outlines DairyNZ's commitment to health, safety and wellbeing and responsibilities and is supported by the Health, Safety and Wellbeing System, manual, processes, standard operating procedures and forms located on the Moogle Safety & Wellbeing page.

Our aim is for everyone to be committed to a healthy and safe workplace and we strive to provide an injury and illness free workplace. In order to achieve this, all DairyNZ staff should display our values and take responsibility for the promotion of, and adherence to this policy and the relevant procedures and processes.

### **2 Affects**

This policy applies to all DairyNZ staff (all employment types), students, Board members, independent contractors, supplier contractors and visitors to all DairyNZ locations and where DairyNZ is undertaking work. For the purpose of this policy, staff (all employment types), students, Board members, independent contractors will be referred to as 'workers'.

### **3 Policy**

#### **3.1 Commitment**

DairyNZ is committed to ensuring all employees, contractors and visitors get Safe Home Every Day (SHED). DairyNZ's Health, Safety and Wellbeing purpose is:

- Safe Home Every Day: by ensuring a healthy, safe, and positive environment, staff (and others) are not harmed or injured whilst working at DairyNZ and;
- Be an exemplar for farm safety best practice for the industry.

#### **DairyNZ is committed to:**

- Taking all reasonably practicable steps to eliminate or minimise hazards and the risk of harm
- Providing training and resources which enables workers to undertake their work competently and safely
- Continually reviewing, updating, and improving the health, safety, and wellbeing management system
- Engaging and encouraging worker participation to improve our health and safety performance
- Reporting, recording, and investigating health and safety incidents with the aim of learning from our incidents and failures
- Supporting and facilitating a safe return to work following injury or illness
- Consulting, co-operating, and collaborating with others affected by our work

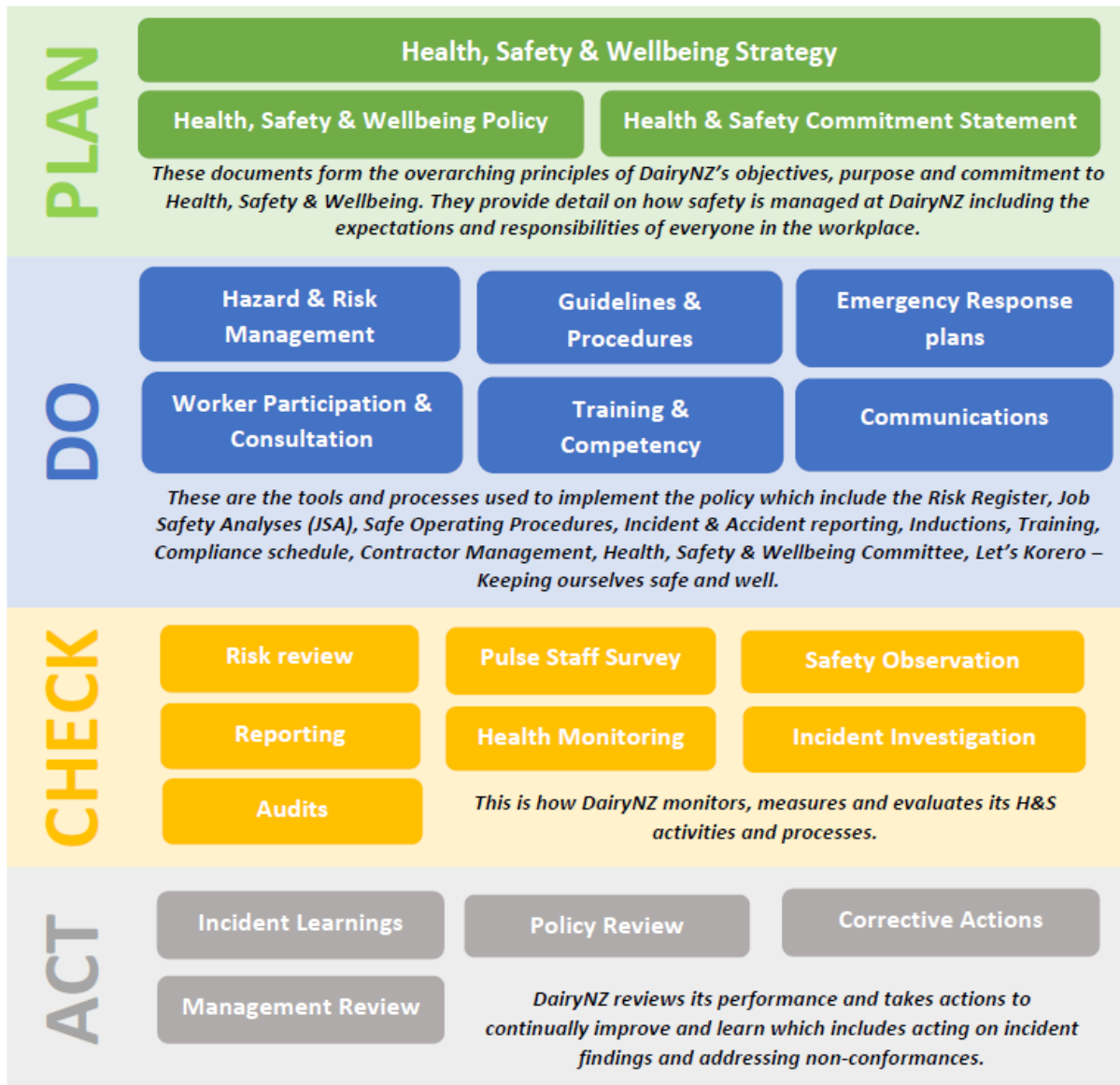
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- Complying with the Health & Safety at Work Act 2015, and other relevant regulations, safe work instruments, approved codes of practice, standards, and safe operating procedures

### 3.2 Health & Safety Management System

A health and safety management system consists of an established set of processes to manage health and safety and maintain a high safety standard in the workplace.

DairyNZ’s health and safety management system (HSMS) is modelled on the “Plan-Do-check-Act” approach to drive a culture of continuous improvement.



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### 3.3 Responsibilities

DairyNZ is responsible for the Health, Safety and Wellbeing of its staff, staff (all employment types), students, Board members, independent contractors, supplier contractors and visitors while they are carrying out work-related activities on any external site, as well as the worksites under the control of the DairyNZ. Our approach is that we are all in this together and we all must take personal responsibility for knowing what’s required, how to work safely, and what to do to prevent harm to ourselves, our fellow workers, our visitors and our contractors.

**The Board and Senior Leadership Team are responsible for:**

- Visibly demonstrating leadership in health, safety, and wellbeing’
- Providing a safe and healthy work environment, which fosters a belief and values-based safety culture, which is psychologically safe.
- Encouraging and supporting worker participation and consultation in health, safety, and wellbeing matters, procedures and policies.
- Ensuring all workers are adequately trained before tasks are undertaken.
- Adhering to all legal requirements under the Health & Safety at Work Act 2015.
- Support rehabilitation for work related injuries or illnesses.

**All DairyNZ staff, independent contractors, supplier contractors, students, and visitors are responsible for:**

- Ensuring their own safety and the safety of others around them, including stopping any activity they believe is unsafe.
- Following all rules, procedures and policies set by DairyNZ.
- Promptly reporting all near misses, incidents, hazards, risks and unsafe practices or concerns.
- Undertaking training related to their roles and work activities to keep them safe and well, including standard operating procedures.
- Engaging and participating in safety conversations and initiatives to drive continuous improvement.

**Managers and Project Leads have additional responsibilities to:**

- Visibly demonstrate commitment and leadership for health, safety, and wellbeing including regular discussions.
- Ensuring new workers receive adequate health, safety and wellbeing inductions and are aware of their responsibilities.
- Ensure a safe and healthy work environment, which fosters a belief and values-based safety culture, which is psychologically safe.
- Complete regular hazard identification with appropriate workers, ensure job safety assessments are completed and workers are adequately trained (competent) for the work they do.
- Investigate accidents, incidents and near hits and make improvements where possible.

## 4 Reference to Other Polices or Procedures

This Policy should be read in conjunction with:

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- The DairyNZ Health, Safety & Wellbeing Manual
- The Safety & Wellbeing page on MOOGLE
- Relevant Standard Operations Procedures (SOP)
- Relevant Job Safety Analysis (JSA)
- P002 - Motor Vehicle Policy
- P145 - Fatigue Management Policy
- P139 – Drug, Alcohol & Synthetics Policy
- This is How We Lead at DairyNZ (Manager Guide)

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## Appendix 1



### Health, Safety & Wellbeing Commitment Statement



#### We value the **WHOLE** you

DairyNZ cares about the health, safety and wellbeing of its people and is committed to ensuring all staff, contractors, students, visitors, volunteers, and those we interact with as part of our activities, go home safe every day.

#### Our Health, Safety & Wellbeing purpose is:

- Safe Home Every Day: by ensuring a healthy, safe, and positive environment, staff (and others) are not harmed or injured whilst working at DairyNZ and;
- Be an exemplar for farm safety best practice for the industry.

#### DairyNZ is committed to:

- Taking all reasonably practicable steps to eliminate or minimise hazards and the risk of harm
- Providing training and resources which enables workers to undertake their work competently and safely
- Continually reviewing, updating, and improving the health, safety, and wellbeing management system
- Engaging and encouraging worker participation to improve our health and safety performance
- Reporting, recording, and investigating health and safety incidents with the aim of learning from our incidents and failures
- Supporting and facilitating a safe return to work following injury or illness
- Consulting, co-operating, and collaborating with others affected by our work
- Complying with the Health & Safety at Work Act 2015, and other relevant regulations, safe work instruments, approved codes of practice, standards, and safe operating procedures

Everyone at DairyNZ has responsibilities to keep ourselves and others safe and well.

#### The Board and Senior Leadership Team are responsible for:

- Visibly demonstrating leadership in health, safety and wellbeing
- Providing a safe and healthy work environment, which fosters a belief and values-based safety culture, which is psychologically safe
- Encouraging and supporting employee participation and consultation in health, safety, and wellbeing matters

#### All DairyNZ staff, independent contractors, students, and visitors are responsible for:

- Ensuring their own safety and the safety of others around them, including stopping any activity they believe is unsafe
- Following all rules, procedures and policies set by DairyNZ
- Promptly reporting all near misses, incidents, hazards, risks and unsafe practices or concerns
- Undertaking training related to their roles and work activities to keep them safe and well
- Engaging and participating in safety conversations and initiatives to drive continuous improvement



**Dr Tim Mackle**  
Chief Executive Officer  
February 2023



**Jim van der Poel**  
Chair  
February 2023