

Organisational Health, Safety and Wellbeing Resources, Roles, and Responsibilities

Matrix of roles and responsibilities

Drives a caring culture based on fairness and continuous improvement, with consultation and communication throughout Ara.

System element/section	Te Pūkenga Council and Wellbeing Safety Director	Health, Safety and Wellbeing Leadership Group (HSWLG)	Director Safety, Health and Wellbeing (SHW)	Managers	Health and Safety Working Groups (HSWG) and Wellbeing Action Group (WAG)	H&S Reps, H&S Coordinators, H&S Committees and WAG Members	All colleagues
Te Pūkenga Wellbeing and Safety Policy	Maintain the PCBU responsibilities and policy that determine the high-level safety, health and wellbeing strategies and objectives. Uphold the principles of manaakitanga, whanaungatanga and mana ōrite, fostering wellbeing and vitality for an inclusive safety culture.	Ensure that the vision, mission, and principles from the Policy are embedded into Ara practice and behaviour.	Provide assurance to HWSLG and Council of compliance with the policy. Alert the HSWLG to any weakness leading to the potential failure of the policy	Need to be aware of the policy purpose, the role of Governance and Management, and the need to promote best practice in safety, health and wellbeing.	Support the HSWLG in the implementation of the Policy's intent.	Be familiar with the Charter and that safety, health and wellbeing is the responsibility of everyone.	Remain aware of the policy and Ara's high-level HS&W goals. Understand colleague responsibility to care for themselves and for others.
Ara Health and Safety Policy H&S related policy and procedures	Ensure that Ara has an appropriate Health and Safety Policy and Procedures in place.	Review and Implement the Policy. Delegates tasks to the HSWG as appropriate to ensure policy is current and relevant to the Ara Safety, health and wellbeing strategic and operational plans	Develops and updates the Policy within the biennial cycle. Ensure compliance with Policy.	Comply with management responsibilities of Policy. Lead the teams towards aligning behaviours.	Support the HSWLG to develop and review effectiveness of policy. Assist HSWLG in developing standards, requirements, policy and procedure relating to workplace health and safety. Undertake tasks as directed by HSWLG to ensure policy Maintain currency. Uphold the principles of manaakitanga, whanaungatanga and mana ōrite, fostering wellbeing and vitality for an inclusive safety culture.	Comply with Policy. Remain familiar with and follow the H&S Policy and procedures adopted by Ara	Remain familiar with and follow the H&S Policy and procedures adopted by Ara.
Resources, Roles and Responsibilities	Ensure appropriate resources are applied to the development, implementation and maintenance of the system, and management provide enough colleagues with adequate competency and training, supported by specialists as required. Establish safety, health and wellbeing related objectives and tasks in the Rohe Executive Director's position description and then manage the performance of the Rohe Executive Director's	Refer to HSWLG TOR Identify resource requirements for the development, implementation and maintenance of the Health and Safety Management system, obtains approval for this provision and secures and allocates resources accordingly. Allocates responsibilities and accountabilities to managers and workers for the implementation of the system and its components. Ensuring safety, health and wellbeing is an explicit consideration in the	Establish, support, organise and direct groups whose primary function is safety, health and wellbeing oriented. Includes: <ul style="list-style-type: none"> • H&S Coordinators • HSWG • H&S committees • H&S Representatives • WAG members • colleagues • learners 	Continually review and improve the S&W performance of their department Manage the review and learnings from incidents, risks, and investigations Organise sufficient resources to carry out the work safely. Maintain sufficient qualified resources for their area (e.g., first aiders) Ensure Risk Registers are reviewed annually and post-investigation for major changes of process.	Provide practical recommendations, and operational assistance to improve work Health and safety on an ongoing basis. Consider the impact on resourcing, roles and responsibilities when providing a recommendation to HSWLG. Support Ara colleagues in implementing systems/resources. Provide clarity to colleagues on the roles & responsibilities of the HSWG, HSWLG, H&S	Understand role description, task and responsibilities.	Remain familiar with responsibilities and expectations outlined in this document.

	accordingly.	performance management of colleagues		Establish and support Health and Safety Coordinators and Wellbeing champions	Reps etc. Refer to HSWG TOR Refer to WAG TOR		
Strategic & Annual Planning - Objectives & Targets	Agrees targets with Ara to measure the performance of Ara against the strategy and objectives. Approves an annual safety, health and wellbeing plan and an annual safety, health and wellbeing audit programme (including funding) that is consistent with the Council Safety, health and wellbeing policy.	The Health Safety and Wellbeing Leadership Group will agree annual SHW objectives and performance targets for inclusion in the Ara Strategic Plan. Ensure any business objectives and targets do not create adverse incentives for SHW.	Provide an Annual Report to assist in the development of the coming annual SHW Plan. Manages and ensures the implementation of the annual SHW Plan. Drafts an annual S&W audit plan (internal and external) for HSWLG agreement. Communicate the SHW Plan to colleagues and Learners.	Implement tasks as required and as directed by HSWLG. Establish departmental targets around SHW that align to the organisation's strategic plans.	Enable the action of the key objectives in the Wellbeing and Safety plan Provide recommendations for annual SHW objectives to HSWLG for consideration. Provide recommendations for annual performance targets. Members assist with Department/section internal audits Establish solution-focused groups as necessary to achieve initiatives approved by HSWLG	See all colleagues	Become familiar with Ara's annual safety, health and wellbeing plans and objectives.
The Safety, Health and Wellbeing Management System (SafePlace) Specifically, items 1-8 below	Seek assurance of the development, implementation and efficacy of the SHW Management System and understanding its function and value.	Driving a safety, health and wellbeing culture based on fairness and continuous improvement, with consistent consultation and communication throughout Ara. Support the implementation of the SHW Management System. Seeking expert advice when independent input is necessary to provide assurance.	The SHW Director develops and maintain the SHW management system, including document control, and applies appropriate change management practices. Engages in tertiary networking to seek opportunities for improvement. Assist managers where notifiable or serious incident investigation is warranted.	Implement the Health and Safety Management System, SafePlace. Complete or Ensure completion of incident investigations detailed in SafePlace	Support/Promote the use and benefits of SafePlace Consider changes to the Wellbeing and Safety Management system.	Demonstrate awareness of safety, health and wellbeing in everything that they do.	Demonstrate awareness of safety, health and wellbeing in everything that they do.
1. Risk Management	Determine the risk tolerance of the organisation with respect to safety, health and wellbeing. Assure themselves that risks are being identified as part of a risk assessment process, controls are implemented such that the residual risk meets the Council's tolerance, and there is monitoring for effectiveness. Are familiar with risk assessment processes sufficient to properly evaluate the information provided.	Maintain a Risk Management Framework that includes safety, health and wellbeing. Ensure that Risk Registers are developed and maintained across the organisation. Ensure managers are implementing the Risk Management Procedures.	Maintain the Risk Management Procedure for SHW and any other supporting documentation. Advice on consistency of approach across Ara. Monitor the currency of the risk registers. Arrange audits and Review of the workplace against the agreed risk register controls.	Manage risks such that they are within the risk tolerance agreed by the HSWLG. Adhere to Ara risk management processes - include implementing the Risk Management Procedure for SHW. Communicate and Seek input from colleagues, learners, and others on risk management. Lead risk assessments within departments – Identify and analyses risk, controls are implemented such that the residual risk meets the HSWLG tolerance. Maintain their department	Assist in the development of processes that relate to risk management (HSW Act Reference Schedule 2, Part 2, Section 20 Functions of the HSC).	Assist with hazard/ risk identification and assessment Assist with formally recording any hazards and risks, including controls in the risk register via SafePlace. Provide guidance and support to management around the effective identification of hazards and the management of risks. Assist management with the annual review of risks within the department. Liaises with S&W Management where further support is required to manage risks.	Contributes to the identification of risks and the development and implementation of agreed controls.

	Seek expert advice when independent input is necessary to provide assurance.			<p>risk registers, and apply an annual review</p> <p>Utilise the Permit to Work system (refer Contractor Management).</p> <p>Monitor effectiveness of risk controls via, for example, regular inspections (the frequency of being considerate of risk and of legal requirements).</p> <p>Allow colleagues to undertake worker representation roles.</p>		<p>Make recommendations relating to Health and Safety.</p> <p>Monitor measures taken by the business to manage health and safety risk</p>	
2. Incident Management	<p>Are familiar with ICAM incident investigation process, sufficient to properly evaluate the information provided.</p> <p>Monitor serious harm (including potential for serious harm) and notifiable events, their investigations, the associated action plans, and as part of the action plan, making sure the lessons learnt are communicated and applied. Expecting some external input to provide independence.</p> <p>Any notifiable event is reported to the board within 24 hours. The Council will be kept informed where the investigation completion for such an event will exceed five working days. Review the investigation report and monitor the progress of the action plan.</p> <p>Seeking expert advice when independent input is necessary to provide assurance.</p> <p>Reflect on systemic issues that may have contributed to an incident and including action(s) in the action plan.</p>	<p>Notify the Council of any notifiable event within 24 hours.</p> <p>Ensure root cause investigations are carried out in the case of notifiable events.</p> <p>Reflect on systemic issues that may have contributed to an incident and including action(s) in the action plan.</p> <p>Ensure managers are complying with the Accident/Incident Reporting and Accident/Incident Investigation Procedure.</p> <p>Ensure the action plans that resulted from the incident are carried out by the Line Managers.</p>	<p>Maintain and improve the Accident/Incident Reporting system and the Accident/Incident Investigation Procedure (ICAM) and any other supporting documents</p> <p>Notify the Chief Executive as soon as possible of any notifiable event or any regulatory action by WorkSafe.</p> <p>Liaises with Te Pūkenga Director regarding any WorkSafe event or an investigation or notice.</p> <p>Report notifiable events including investigation and action plan progress to the Health Safety and Wellbeing Leadership Group, the Board and WorkSafe.</p> <p>Maintain the Health & Safety Management system SafePlace.</p> <p>Ensure the reporting and investigation of Medical Treatment Incidents, Lost Time Incidents, and Notifiable Events including near misses and First Aid treatment which could have resulted in increased harm and Determine root cause(s), track's progress of the resultant action plan.</p> <p>Assist with the implementation of the action plan if necessary.</p>	<p>Implement the Incident Reporting Procedure and the Incident Investigation Procedure.</p> <p>Identify and manages any breaches of safety, health and wellbeing requirements and records risk in the Health and Safety Management system</p> <p>For notifiable injuries or near misses. Notify the SHW Director and relevant DCE as soon as possible on becoming aware of any incident or breach regarding SHW (this includes regulatory action by WorkSafe).</p> <p>Carry out investigations and action plans, and report progress to their relevant manager.</p> <p>Ensure the sharing of learnings from investigations within the department.</p> <p>Where the learnings are Ara wide, communicate the learnings using Ara's Safety Alert process.</p>	<p>Assist in the development of processes that relate to incident management (HSAW Act 2015 Reference Schedule 2, Part 2, Section 20 Functions of the HSC).</p> <p>Discuss action plans and progress against agreed plans relating to serious incidents.</p> <p>Consider "Lessons learnt" communications to ensure the most useful information is disseminated to the appropriate audience.</p>	<p>Lodge or support others to lodge all notifiable events, injuries, or incidents. via SafePlace</p> <p>Support management and provide guidance on the investigation process</p> <p>Peer review minor investigations, confirming that the causes have been identified with effective corrective actions identified</p> <p>On request by a worker, represent the worker in relation to a matter relating to health and safety including an incident</p> <p>Investigate complaints from workers</p>	<p>Colleagues are to report health, safety, and wellbeing incidents into SafePlace in a timely manner and to assist in any investigation where appropriate.</p>

3. Emergency Management	Require the Rohe Executive Director to have in place disaster recovery and emergency management plans and that these be regularly updated.	Approve emergency management plans. Participate on the Incident Management Team as required.	Prepare and Review emergency management plans. Communicate emergency management plans. Practice emergency management scenarios.	Practice and implement emergency management plans as per policy.	Be familiar with the Ara emergency management plans.	Ensure first aid supplies are maintained and a list of first aiders is maintained.	Follow the guidance provided in Ara emergency management plans.
4. Contractor Management	Ensure management have provided contractors (and subcontractors) that are pre-qualified, inducted, monitored, and evaluated on their health and safety practices.	Require contractors to have health and safety practices that match (or better) Ara policies and procedures. Contractors completing infrequent work should provide a SSSP for each contract undertaken.	Monitor compliance with Contractor Management procedure.	Implement the Contractor Management Procedure. Ensure preferred suppliers are pre-qualified and inducted. Monitor's contractors. Evaluates contractors' performance.	May review contractor management procedures, as necessary.		Ensure that any contractor under your control meets the requirements of Ara's contractor Management procedure.
5. Procurement	Ensure management have provided plant and equipment that is fit for purpose, supported by training and safe operating procedures, and that it is well maintained.	Procurement Policy and associated procedures support the procurement of fit-for-purpose and H&S compliant plant and equipment.	Procurement procedures include health and safety advice prior to procurement.	Implement procurement procedures specifically considering Health and Safety and a significant H&S risk, Obtains SOPs and embeds knowledge with workers and students. Add any new introduced risks into the risk register.	Consider procurement process when providing a recommendation to HSWLG.		Follow safe operating procedures when using plant and equipment. Seek training if unfamiliar tasks are required.
6. Performance Monitoring and Measurement	Establish the expectations for monthly, and annual reporting, to measure and monitor the safety, health and wellbeing performance of the organisation. Review the performance Report and approve improvements to safety, health and wellbeing management systems where necessary.	Review the monthly Report. Ensure any issues are addressed by the line managers. Provide feedback to the SHW Director.	Provide a monthly report which includes data and annual targets for all incidents, absence rates, health exposure, contractor management, and if possible, any accompanying trend analysis. There must also be an update on progress of action plans because of an incident or audit/review. Undertakes auditing and review of the Health and Safety Management system.	Ensure timely and accurate reporting on all health and safety incidents including near misses, is recorded in SafePlace. Review SHW Report and follow through with recommendations where required. Investigate and follow up when notifications are received through SafePlace.	Review the HSW monthly report and provide comment, assist the SHW Director to develop actions and response plans for trends or issues identified. Consider audit or review reports and subsequent action plans. Consider bi-monthly reports by Safety Health and Wellbeing	Undertaken routine risk reviews or safe observations of the department. With a focus on supporting the positive findings. Addressing any unsafe acts or conditions observed. Assist with routine audits or known risks detailed in the risk register via SafePlace, to ensure that control measures are occurring and effective. Provide feedback to the business about whether requirements of law are being complied with.	
7. Capability Management	Ensure Management have processes to confirm staff are inducted, maintain skills and training required for their allocated tasks, and hold qualifications for specific tasks or roles where these qualifications are obligatory.	Ensure training programmes allow workers to meet their roles and responsibilities. Lead the development of the Academic Programmes (primarily with Academic Division) and the corresponding Capability Frameworks (primarily with Human Resources). Ensure Industry-led practices are integrated into programmes	Keeps Ara updated on changes in health and safety-related legislation, regulations, codes of practice etc. Arrange training on the Health and Safety Management system, SafePlace. Organise the supplier for first aid courses for First Aiders.	Develops 90-day induction plans for all new colleagues Ensure colleagues have the necessary knowledge and skills to perform their role safely. Provide supervision by a competent person where there is a lack of knowledge or skills Participate in training as	Actively promote safety, health and wellbeing training and competency culture within Ara.	Considered first when more First Aiders are required. Undertake appropriate H&S Training, and request training when required from the SHW Director. Provide department S&W induction for new or transferred colleagues Promote the interests of workers who have been	Are aware of the Health and Safety Management System (SafePlace) and how to log an event. Advise leaders where training or personal development is required. Do not undertake task carrying a risk to HSW without adequate training.

		and training (Education and Applied Research – Advisory committees).		required. Ensure colleagues can participate in training as required.		harmed including rehabilitation and return to work.	
8. Engagement, Participation and Representation	<p>Ensure management has effective worker participation that Provide reasonable opportunities for engaging with workers and students on issues which may affect safety, health and wellbeing, and for improving safety, health and wellbeing at Ara.</p> <p>Demonstrate visible leadership via site observations.</p>	<p>Demonstrate visible leadership via site observations.</p> <p>Maintain the Health, safety & Wellbeing Leadership Group, and its Terms of Reference.</p> <p>Engages with the Health and Safety Working Groups as per the Terms of Reference., through their Chairperson a member of the HSWLG.</p> <p>Provide timely feedback to Management on their recommendations (where necessary)</p>	<p>Provide information, membership and support to the Health Safety Wellbeing Leadership group and the H&S Working groups as per the Terms of Reference.</p>	<p>Provide for and promote reasonable opportunities to engage with Ara colleagues on matters that relate to safety, health and wellbeing</p>	<p>Identify and communicate key safety, health and wellbeing messages to Managers and Ara’s workers.</p> <p>Consider suggestions and complaints received from workers, students, and management (outside of SafePlace) relating to safety, health and wellbeing and makes recommendations.</p>	<p>Proactively identify hazards and risks for inclusion on register.</p> <p>Actively engage with colleagues on S&W matters</p>	<p>Participate in the election of colleague H&S Representatives.</p>