



ARA INSTITUTE OF CANTERBURY LTD

CPP501d Safety, Health and Wellbeing Charter

Our Health and Safety Vision:

A safe, healthy, inclusive and caring environment for Ara community.

Our Health and Safety Mission:

To ensure our colleagues, learners and others - are safe and well at all times, and to live, learn and teach best practice health and safety for our community and industries.

Principles:

All Ara colleagues are committed to fulfilling their obligations under the relevant legislation (including any amendments), and ensuring the appropriate resources are in place to meet those obligations.

Te Kāhui Manukura recognises that it has a critical role to play in the governance and successful implementation of Health and Safety, and in encouraging a culture which values the Health and Safety of our community.

Te Kāhui Manukura is committed to, responsible for, ensuring the following principles are implemented within Ara:

1. **Leadership:** Demonstrating visible commitment to best practice Health, Safety and Wellbeing.
2. **Decision-making:** Addressing Health, Safety and Wellbeing is an essential part of decision-making.
3. **Risk Management:** A consultative approach, with monitoring and review, results in effective risk management.
4. **Engagement:** Systems are in place to ensure effective worker and student engagement in Health, Safety and Wellbeing.
5. **Training:** Kaimahi and Ākonga receive training to enable the development of a skilled, safe and healthy workforce.
6. **Reporting and Review:** There is robust, proactive and accurate Health, Safety and Wellbeing reporting and feedback.
7. **Active Responsibility:** All have a role to play in the Health and Safety of ourselves and of those around us.

8. **Monitoring:** Of the effectiveness of Ara’s Health, Safety and Wellbeing systems is essential for the Board to enact due diligence when making decisions.

Te Kāhui Manukura shall maintain governance and oversight of Health and Safety at Ara and will overview to ensure the effective implementation of this Charter, which includes compliance with legislation, regulations, codes of practice, and industry standards.

Te Kāhui Manukura Roles and Responsibilities:

- Maintaining this Charter and ensuring that Ara has a Health and Safety Policy that determines the high-level health and safety strategy and objectives.
- Approving an annual Health and Safety improvement plan and an annual Health and Safety audit programme (including funding) that is consistent with this Charter.
- Establishing and monitoring targets to measure the performance of Ara against the strategy and objectives in this Charter.
- Establishing Health and Safety related objectives and tasks in colleague position descriptions and then managing the performance of colleagues accordingly.
- Overseeing the development and implementation of Health and Safety Management Systems and understanding the functioning of such a system in order to be assured of its efficacy.
- Determine and communicate the risk tolerance of the organisation with respect to health and safety.
- Being assured that hazards are being identified as part of a risk assessment process, treatments are implemented such that the residual risk meets the Te Pūkenga’s tolerance, and there is monitoring for effectiveness.
- Being familiar with risk assessment and incident investigation processes, sufficient to properly evaluate the information provided.
- Directing a formal annual review of the Health and Safety Management Systems.
- Ensuring appropriate resources are applied for the development, implementation and maintenance of such systems.
 - Enough staff with adequate competency and training, supported by specialists as required.
 - Plant and equipment that is fit for purpose, supported by training and safe operating procedures, and maintained.
 - Suppliers that are prequalified, inducted, monitored and evaluated on their health and safety practices.
- Establishing the monthly, quarterly and annual expectations for reporting, in order to measure and monitor the health and safety performance of the organisation. Reviewing the performance reports and approving improvements where necessary.
- Any notifiable event is reported to the Te Pūkenga Chief Executive within 24 hours. The Te

Pūkenga Chief Executive will be kept informed where the investigation completion for such an event will exceed five working days. The Ara Board is responsible for reviewing the investigation report and monitoring the progress of the action plan.