

## **NZCF Health & Safety Policy**

### **Purpose:**

1. The New Zealand Choral Federation Inc. (hereinafter called 'the NZCF') is committed to the protection of employees, contractors, event participants, volunteers and audience by providing and maintaining a safe environment, and taking all practical steps to prevent accidental injury or damage from work carried out by, and on behalf of, its operation.

### **Scope:**

2. This policy applies to all people in the 'working environment' including any venue in which people are operating under the aegis of the NZCF, viz. rehearsal or concert halls, accommodation and transport.
3. Everyone has a responsibility under the Health and Safety at Work Act 2015 and its amendments, to conduct their duties/business in a safe and healthy manner.

### **Policy Statements:**

4. The Governance Board, as the Person Conducting a Business or Undertaking (PCBU), has the primary duty of care to ensure that staff are kept safe as far as is reasonably practical. Individual board members are officers and are responsible for exercising due diligence to ensure the NZCF is meeting its health and safety obligations. The board needs to ensure that it has a health and safety policy in place and seek assurance from the Chief Executive that the NZCF has appropriate procedures and resources in place to meet the policy expectations.
5. The Chief Executive, representing the NZCF, has overall responsibility for the effective management of health and safety. He or she, together with fellow employee(s), is responsible for ensuring the organisation complies with all relevant legislation, regulations, codes of practice and safe operating procedures and is accountable for the health and safety of people under his/her supervision.
6. The Chief Executive will engage with people covered by this policy on all health and safety matters and will require their participation in the Health and Safety programme. Key components of the programme are:
  - all work facilities and equipment are suitable for their intended purpose and meet safety requirements;
  - adequate training, information, instruction and supervision are provided;
  - event managers, volunteers, event participants and audience members are made aware of safety procedures;

- the NZCF's Chief Executive responds promptly to any health and safety issues brought to his/her attention;
  - all accidents and near misses are properly recorded, reported and investigated; and
  - health and safety objectives and responsibilities are included in employee job descriptions and induction programmes
7. Employees, contractors and volunteers are responsible for taking all practical steps to ensure the safety of themselves and others and are also responsible for understanding their responsibilities in an emergency. Key responsibilities are:
- follow all safe work procedures, rules and instructions;
  - if in doubt about the safety of a task, stop and get instructions from the NZCF Chief Executive or delegated regional representative before continuing;
  - report any pain or discomfort early;
  - know how and where medical help can be obtained;
  - report all accidents, incidents and unsafe conditions to the Chief Executive; and
  - inform the Chief Executive of workload issues likely to cause concern.
8. Regional event coordinators are responsible for ensuring that their work environment is compliant with this health and safety policy.
9. Personnel who are not satisfied that the NZCF is complying with all relevant legislation, regulations, codes of practice and safe operating procedures can take their concerns to the NZCF's Board.
10. Health & Safety Risk Register:  
The most frequent and highest impact hazards or risks and the generic options for managing them will be listed in this Register. The NZCF's Chief Executive and regional event managers will review the list prior to any notable activity and amendments will be made accordingly.
11. Incident Reporting:  
Any incident/accident will be reported by the person involved and this will be noted in the Health & Safety Risk Register and incorporated into the list of hazards and risks. All employees/contractors and the Board will be notified of such incidents to ensure that measures are put in place to prevent reoccurrence.
12. Further Policy Development:  
The NZCF may wish to develop policies in the future on various subjects such as Smokefree, Rehabilitation, Healthy Workstations & Eye care, Visitors, Employee Assistance Programme, Impairment in the Workplace, Stress, etc.
13. Review of the Policy:  
The Chief Executive and a Board sub-committee will review Health and Safety at least once per year and issue guidance accordingly.