

HEALTH, SAFETY & WELLBEING POLICY

Policy Owner	Chief Finance & Operations Officer
Contact Person	Manager Health and Safety
Approval Date	25 th May 2022
Next Review	3-years from date of approval

Purpose (and rationale)

1. The purpose of this policy is to set out the standards and expectations that support the development, delivery, monitoring and review of the Health and Safety Management System (HSMS) for the Museum of New Zealand Te Papa Tongarewa.
2. For Te Papa to meet its obligations under the Health and Safety at Work Act 2015 (HSWA) when delivering its core functions requires Te Papa's HSMS to be flexible enough to be applied across all directorates in a way that protects the health, safety and welfare of people to the extent of Te Papa's influence and control.
3. The Board together with Tikanga Haumaruru and Tikanga Tangata maintains governance oversight of the Te Papa HSMS enabling officers to exercise their health and safety due diligence duties under HSWA.
4. Te Papa's governance manual sets out its core functions under the Museum of New Zealand Te Papa Tongarewa Act 1992 that establishes Te Papa as a Crown Entity and defines Te Papa's purpose as a forum for the nation to present, explore, and preserve the heritage of its cultures and knowledge of the natural environment in order to better understand and treasure the past, enrich the present and meet the challenges of the future.
5. The relationship between Te Papa's core functions to HSWA that are managed through the Te Papa HSMS under this policy are shown in the table below:

Te Papa's core functions	Key HSWA obligations relating to core functions
Collection acquisition, care and management	<ul style="list-style-type: none"> • Primary duty of care to ensure the health and safety of workers and other people; and provide and maintain: <ul style="list-style-type: none"> - a work environment without workplace risks - safe plant and structures - safe systems of work • Overlapping duties with other PCBUs (e.g. contractors and service providers including upstream activities involving architects or engineers, and manufactures and suppliers, installers or importers of plant, substances or structures): <ul style="list-style-type: none"> - consult, cooperate, coordinate activities to meet shared responsibilities
Access to collections and information about them	
Education and research	
Sector support	
Operations and infrastructure	

6. This policy has been aligned to the Statement of Intent (SOI) that sets out Te Papa's strategic intentions and intended results for 2020 to 2024.

Type of policy

7. This policy the aim of promoting high standards of health, safety and wellbeing that enables Te Papa to fully comply with and discharge its legal obligations under HSWA.

Scope

8. This policy applies to all people employed or engaged to work for Te Papa, and other people such as manuhiri (visitors) to the museum, and other businesses or undertakings that Te Papa as a person conducting a business or undertaking (**PCBU**) exerts influence and control over within its work environments.
9. Te Papa maintains relationships with other PCBUs it works together with, including embedded contractors and consultants, service providers and tenants who regularly visit, work or reside on a site controlled by Te Papa. Agreed arrangements¹ to manage overlapping duties between PCBUs are put in place to protect the health and safety of all people working at or visiting sites controlled by Te Papa.
10. Te Papa as a service provider is also based at sites controlled by other PCBUs to enable delivery of its contracted services. This may include, but not be limited to operating from a dedicated workspace as a base of operations within the customer's site that may or may not be open to people on the site; or, staff accompanying travelling exhibitions (domestic or international) to undertake installation works.
11. As part of their mahi, Te Papa staff also physically interact with other museums and other stakeholders at their sites, or to conduct independent or joint scientific research in or over water or on land across the Motu. This involves working together with other agencies or entities to keep people safe and healthy.

Definitions

12. The definitions used in this policy relate to persons with defined roles and responsibilities in the Health and Safety at Work Act 2015 (**HSWA**), including persons conducting a business or undertaking, officers, workers and others in managing workplace health and safety risks:
 - **Officer** has the meaning specified in s. 18 of HSWA. Te Papa's Chief Executive, Kaihautū and Board members are officers. Other members of the Executive Leadership Team may also be officers if they occupy a position that allows them to exercise significant influence over the management of the business or undertaking. The role of officers is to exercise due diligence to ensure that the PCBU meets its health and safety obligations under HSWA.
 - **Other people** at a workplace include casual volunteers (other than volunteer workers – see *Worker* definition below), customers and visitors (manuhiri) coming onto the premises (e.g. educational group helpers, guests attending events, exhibitions or onsite venues).
 - **Person Conducting a Business or Undertaking (PCBU)** has the meaning specified in s. 17 of HSWA. Te Papa as a PCBU is in the best position to control risks to health and safety appropriate to its role in the workplace through its primary duty of care.
 - **Worker** has the meaning specified in s. 19 of HSWA, including:
 - Employees, contractors or sub-contractors
 - Employees of contractors or sub-contractors
 - Employees of labour hire companies
 - Apprentices or trainees
 - People doing work experience or work trial
 - Outworkers (including home workers)
 - Volunteer workers (e.g. people on internships or work-experience who regularly work for Te Papa, with its knowledge and consent, on an ongoing basis, and are integral to the operation of the business or undertaking).

¹ PCBUs need to consult, co-operate and co-ordinate activities to meet shared responsibilities in regard to the health and safety of their workers, so far as reasonably practicable.

Statement of principles

13. At the Museum of New Zealand Te Papa Tongarewa we are committed to providing and maintaining healthy and safe working environments for all our teams, visitors (manuhiri) and other workers we influence or direct, and the items and collections that have been placed in our care.
14. We achieve this by everyone at Te Papa taking responsibility for their own health and safety, and for contributing towards the maintenance of a working environment and culture that meets our vision *Safety Always*. The demonstration of our core values of *Whanaungatanga (teamwork)*, *Manaakitanga (respect)* and *Auahatanga (creativity)* will enable *Safety Always* to be at the heart of all we do and the decisions we make – this means that:
 - We **consider** welfare of people and protection of museum and taonga in our decision-making
 - We **consult** widely, listen and work-together to improve health, safety and wellbeing outcomes
 - We **develop** our skills and knowledge, and know what is expected of us in our role
 - We **promote** and model positive health, safety and wellbeing behaviours always
 - We **perform** our role in a caring, safe and healthy way
 - We **learn** by sharing our experiences
 - We **celebrate** and recognise our successes

Policy standards

15. Te Papa has seven policy standards (see below that together define our approach to operationalising this Health, Safety and Wellbeing Policy to achieve the policy's purpose:

15.1. **Everyone knows what their health and safety responsibilities and duties are**

This standard is achieved by everyone on Te Papa premises or carrying out work in any capacity for Te Papa (on or off-site) taking responsibility to keep themselves healthy and safe, to actively look out for the safety of others and to speak up early if they have any concerns. This includes everyone:

- Role-modelling our core values during interactions with people
- Applying the principles of *Safety Always* in everyday work
- Being aware of policies, procedures, guidance, systems and tools provided for workers and other people to follow and use, and participating in training related to their role
- Ensuring hazards are identified, understood and managed effectively to remove them or reduce health and safety risks
- Reporting all work-related injuries, illnesses, near-misses and hazards.

15.2. **Leaders of people and teams keep staff healthy and safe in their working environment**

This standard is achieved by leaders of people creating an environment where HSW is always present in team thinking, discussion and decision-making. They communicate HSW expectations to staff, monitor compliance, investigate incidents and act on the learnings.

15.3. **Executive members exercise leadership in health, safety and wellbeing**

This standard is achieved by members of the Executive Leadership Team ensuring that Te Papa complies with its health and safety duties and obligations. They ensure systems and processes are in place to protect the health and safety of everyone on Te Papa premises or carrying out work in any capacity for Te Papa (on or off site).

15.4. **Systems and procedures are user friendly, functional, integrated, visible and valued**

This standard is achieved by Te Papa ensuring:

- Systems and procedures are easy to understand and accessible to everyone
- Continuous improvement of our HSMS and alignment of the HSW Management Framework based on recognised standards for occupational health and safety management systems
- The welfare of people and protection of the museum and taonga is considered in decision-

- making, planning and design processes
- Effective management of hazards and reduction in health and safety risks.

15.5. Working together with other PCBUs is built on the principle of being good partners

This standard is achieved by working together with other PCBUs to confirm work undertaken does not pose risks to people’s health and safety. Being good partners requires:

- Adherence to the Te Papa’s Procurement and Contract Management Policy² that sets out the requirements for the procurement of products and services
- Designing, constructing, operating and maintaining assets to standards that promote good safety performance throughout their life
- PCBUs to consult, co-operate and co-ordinate activities to meet shared responsibilities in regard to the health and safety of their workers, so far as reasonably practicable³.

15.6. Worker engagement and participation improves health, safety and wellbeing outcomes

This standard is achieved by working with the union (E tū) and employees of Te Papa to establish a worker participation system to enable active engagement with, and have workers involved in, HSW decision-making processes.

15.7. Establish and implement an effective HSMS through a HSW Management Framework

This standard is achieved through the Three Lines of Defence Model aligned to Te Papa’s Risk Management & Assurance Framework, which provides assurance that Te Papa’s Critical H&S Risks are being managed effectively across directorates under different situations, and to an acceptable level of comfort.

Procedures

16. The Te Papa HSW Management Framework provides a framework for achieving our strategic objectives for HSW and ensures we are consistent in the way HSW is planned, implemented, monitored and reviewed (**Plan-Do-Check-Act Cycle**) based on health and safety good practice.
17. The interrelationship between the strategy, framework, policies and procedures that collectively make up Te Papa’s HSMS is shown below:

HSW Commitment Statement	A Board agreed health, safety and wellbeing commitment statement within the Te Papa governance manual “Board responsibility for health and safety”
HSW Strategy	An Executive Leadership Team led multi-year strategy for HSW that is endorsed by the Tikanga Haumarū and approved by the Board for annexure to the Te Papa governance manual
HSW Management Framework	A framework for managing HSW (based on recognised standards for occupational health and safety management systems i.e. AS/NZS ISO 45001:2018) that defines how strategic objectives are met along with how the HSW Policy standards are operationalised through the PDCA Cycle
HSW Policies	An overarching policy for HSW (this policy) that is supported by other related policies for managing critical risks to the health and safety of workers and other people
HSW Procedures	Documented workplace procedures that are supported by guidance, systems and tools for workers and other people to follow and use

² The policy requires that health and safety risks and requirements will be explicitly considered.

³ Consideration of cost should only take precedence over safety when it is grossly disproportionate to the risk.

Other related policies

Board documents	
Governance	Museum of New Zealand Te Papa Tongarewa Governance Manual
Strategy	HSW Strategy Annexure to the Te Papa governance manual
Te Papa overarching policies	
HSMS	Health, Safety & Wellbeing Policy
Risk	Risk Management Policy
Procurement	Procurement and Contract Management Policy
Other related policies	
Childcare	Child Protection Policy [Vulnerable Children Act]
Facilities	Building Works Policy
Health	Food Safety Plan
Health	Foot Care Policy
Health	Smoke-free Workplace Policy [Smoke Free Environments Act]
Health	Vision Care Policy
Participation	Employee Participation Policy
Travel	Travel Policy
Wellbeing	Workplace Bullying, Harassment and Discrimination Prevention Policy

References

- [Health and Safety Management System \(HSMS\) Review \(November 2021\)](#)
- [Health and Safety at Work Act 2015](#)
- [Te Papa Vision and Long-term Strategy](#)
- [WorkSafe New Zealand \(managing health and safety\)](#)

Responsibilities

18. The Chief Executive Officer and Kaihautū are jointly accountable for implementing this policy and other related policies for HSW, and for aligning other strategies with the strategic direction for health, safety and wellbeing.
19. Executive leadership team members are collectively responsible for the management of the HSMS and for implementing the strategy for health, safety and wellbeing.
20. In addition, the following roles have specific delegated responsibilities:
 - Chief Finance & Operations Officer is the owner of this policy
 - Directorate heads have specific accountabilities for HSW within the directorate they have responsibility for, including effective implementation of the HSW Management Framework across all work activities to ensure compliance with the Policy Standards within this policy
 - Head of People, Safety & Culture takes responsibility for developing and maintaining the HSW Management Framework and related HSW policies to ensure the success of the strategic direction for health, safety and wellbeing. This involves the establishment of performance measures, monitoring systems and support structures to enable effective implementation of the HSW Management Framework
 - Head of Property, Facilities & Security takes responsibility for developing and maintaining facilities and security related strategies, policies and procedures that impact on HSW. This involves the establishment of performance measures, monitoring systems and support

structures to enable effective implementation of the Protective Security Requirements⁴ and systems for working together with other PCBUs on health and safety matters.

21. Board members are responsible for practising good governance to manage health and safety risks. Tikanga Haumaru and Tikanga Tangata members are responsible for monitoring health and safety performance through the three lines of defence model.
22. Everyone at Te Papa is responsible for their health and safety, and for contributing towards the maintenance of a working environment that meets our vision *Safety Always*.

Breaches of the policy

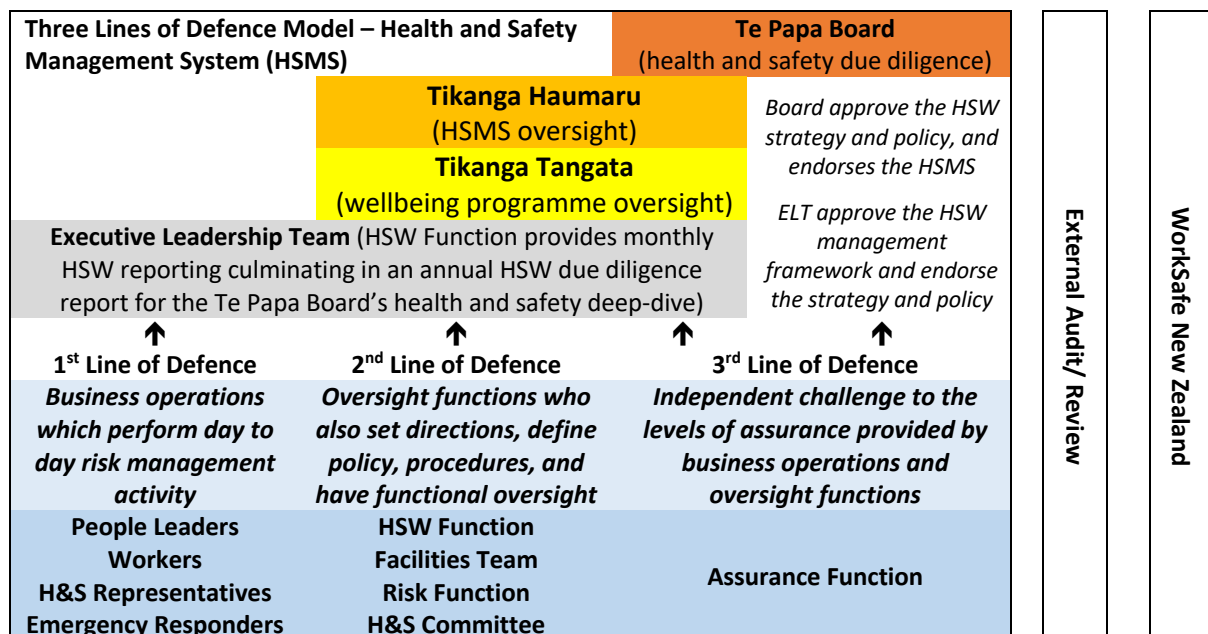
23. Complying with all policies and procedures is a requirement outlined in the Code of Professional Conduct. Behaviour or actions that are investigated and found to be in breach of the Code may result in disciplinary action. Refer to the [Code of Professional Conduct](#) for further information.
24. Service providers are bound by the [Code of Conduct for Contractors](#) (or [NZGP Supplier Code of Conduct](#)) as part of the standard contract for services.

Training

25. Health and safety induction training is provided to everyone working for Te Papa. The training provides people with information to assist them in complying with HSWA and related regulations.
26. Managers are responsible for ensuring their new staff, contractors and interns complete the induction training and understand what is expected of them to keep healthy and safe. This may also include role-specific training provided online through *i-learn* or external training providers. On-the-job training and site inductions support task specific activities.

Review

27. Te Papa’s HSMS has been established to comply with health and safety legislation, regulations and good practice guidance. The monitoring and oversight of the HSMS follows the Three Lines of Defence Model aligned to Te Papa’s Assurance Framework, which provides assurance that Te Papa’s Critical H&S Risks are being managed effectively across directorates under different situations, and to an acceptable level of comfort.



⁴ The New Zealand Security Intelligence Service’s Protective Security Requirements ([PSR](#)) outlines the Government’s expectations for security governance and for personnel, information, and physical security.

28. The Three Lines of Defence Model is intended to provide the Executive Leadership Team with sufficient information and data to allow officers to exercise their due diligence obligations in accordance with HSWA.
29. It also keeps members of Tikanga Haumaru and Tikanga Tangata informed about the current status of how HSW is being managed within Te Papa, and to initiate independent challenge where this is warranted or triggered by a notifiable event or provisional improvement notice to the Regulator.

Approval by ELT/Tikanga Haumaru/Board

Recommending authority	<i>ELT endorse this policy for Tikanga Haumaru to note and recommend to the Board for its approval</i>
Approval authority	<i>Board</i>
Date	25 th May 2022
Approved	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Revision history

Version	Reviewed	Description of changes
Revision 1.0	Mar-2018	<ul style="list-style-type: none"> • <i>First issue of the health, safety and security policy on a page.</i>
Revision 2.0	Nov-2021	<ul style="list-style-type: none"> • <i>Refresh and replace the Health, Safety, and Security Policy (2018) with an overarching HSW Policy that is supported by other related policies for managing critical risks to the health and safety of workers and other people.</i> • <i>Policy renamed to reflect the change in focus to health, safety and wellbeing (HSW), with facilities and security addressed in related strategies, policies and procedures that impact on HSW.</i> • <i>Revisits the "Safety Always" vision and aligns the values to Co-creating Our Culture.</i> • <i>Establishes HSMS expectations for each aspect of the system across the Plan-Do-Check-Act Cycle.</i>