

# HEALTH AND SAFETY POLICY

<b>Owner</b>	Board	<b>Approval date</b>	25 July 2022
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The Generation Vote Trust of Aotearoa (the Trust) is committed to ensuring the health and safety of our volunteers and people who interact with us and complying with relevant health and safety obligations.

As a voluntary organisation, the Trust does not have obligations under the Health and Safety at Work Act 2015.

## 1. Purpose

The purpose of this policy is to, as far as reasonably practicable:

- 1.1. Consider health and safety in planning, activities, and programme delivery; and
- 1.2. Promote a safe and healthy environment.

## 2. Definitions

- 2.1. *Board Member* is any member of the Generation Vote Trust of Aotearoa Board, including ex-officio Board Members
- 2.2. *Branch Executive* is the managing committee of a Branch Committee, consisting of Branch Executive Officers
- 2.3. *Educator* is a Member who wishes to teach with the Trust and is committed to being trained in the programme or has been trained in the programme
- 2.4. *Member* is a person who has signed up to be part of the Trust
- 2.5. *Environment* means places and situations in which members and volunteers are representatives of the Trust. This includes (but is not limited to): schools, events, and meetings/hui

2.6. *Trust* is the Generation Vote Trust of Aotearoa

### **3. Responsibilities**

3.1. Educators must:

- 3.1.1. Comply with the relevant COVID-19 policies of the environment they are volunteering in;
- 3.1.2. Conduct themselves in a way that aligns with the Trust's policies and fosters a safe environment;
- 3.1.3. Immediately report to the Branch Executive any hazard, incident, accident, or injury which causes potential or actual harm to a volunteer or stakeholder;
- 3.1.4. Immediately report to the Branch Executive any behaviour from another person which makes them uncomfortable;
- 3.1.5. Follow reasonable health and safety instructions from schools, Branch Executive, or other leadership; and
- 3.1.6. Take reasonable steps to ensure their acts do not affect the health and safety of other people.

3.2. Branch Executives must:

- 3.2.1. Ensure all events or meetings hosted comply with the Government's COVID-19 guidance;
- 3.2.2. Encourage the reporting of any irregular event which impacts on students' and/or volunteers' mental and/or physical safety; and
- 3.2.3. Keep a record of any incidents, accidents, or injuries that occur.

3.3. The Secretary of a Branch Executive must keep an incident register and notify the Trust if an incident occurs, with details of the:

- 3.3.1. Date of occurrence;
- 3.3.2. Name and role of person(s);
- 3.3.3. Action taken; and

3.3.4. (Relevant) authorities who were notified.

3.4. Board Members must:

3.4.1. Provide leadership, direction and policies which clearly outline the Trust's health and safety direction;

3.4.2. Respond to and review any reported hazards, incidents, accidents or injuries.

3.5. The Secretary of the Trust is responsible for maintaining a register of all incidents reported to the Board, which includes the detail of the:

3.5.1.1. Date of occurrence;

3.5.1.2. Name and role of person(s);

3.5.1.3. Action taken;

3.5.1.4. When relevant authorities were notified; and

3.5.1.5. The Board's response and review.