



Work Health and Safety Policy

Advisory Board Approved Policy

Table of Contents

Version Control..... 3

1. Preamble..... 4

2. Scope..... 4

3. Definitions..... 4

4. Policy Statement..... 4

5. Responsibilities 4

6. Review of Safety Systems..... 6

7. Mental Health and Wellbeing..... 6

Version Control

Version	VI.0
Date effective	1 June 2025
Review	The Advisory Board will review this Policy in accordance with the Institute's <i>Policy Documents Review Schedule</i> .
Approving body	Advisory Board
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Approval meeting	Advisory Board meeting held in May 2025.
Policy owner	Advisory Board
Policy contact	Dean
Related Documents	Glossary of Terms Campus Facilities and Security Plan Delegation of Authority Policy Human Resources Management Policy Risk Management Plan Staff Code of Conduct Student Code of Conduct
Related Legislation	New Zealand Qualifications Credentials Framework (NZQCF) Copyright Act 1994 Employment Relations Act 2000 Education and Training Act 2020 Ombudsmen Act 1975 Privacy Act 2020 Human Rights Act 1993 Health and Safety at Work Act 2015 Equal Pay Act 1972

1. Preamble

1.1 Purpose

The Work Health and Safety Policy (The Policy) has been developed to support a safe and healthy workplace environment for the Canterbury Institute of Management's ('the Institute' or 'CIM') staff, students, visitors, and others attending the Institute's campus.

This includes complying with the Health and Safety at Work Act 2015 and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, which require the Institute to actively manage student well-being, learner safety, and physical and psychological environments.

2. Scope

This Policy applies to all staff, students, contractors, and visitors engaging with the Institute's NZQA-approved delivery sites, including 75 Karangahape Road, Auckland, as well as those working virtually or remotely in connection with CIM's New Zealand operations.

3. Definitions

For Definitions, refer to the *Glossary of Terms*.

4. Policy Statement

The Institute has a duty of care to maintain the health and safety of all persons on the Institute's campus and to ensure that they are not exposed to any health and safety risks arising from the Institute's activities.

This commitment includes ensuring a learning environment that supports physical safety, mental wellbeing, and inclusive learning spaces. The Institute will consider student feedback, wellbeing survey results, and risk reporting as part of maintaining a safe and inclusive learning culture.

The Institute is committed to maintaining appropriate standards of health and safety and provides a safe environment to work and study.

The implementation of this Policy includes:

- a. the provision and maintenance of a work environment with management of health and safety risks;
- b. the provision and maintenance of safe structures as well as safe systems of work;
- c. the safe use, handling and storage of equipment, substances, and structures;
- d. the provision of adequate facilities including ensuring access to those facilities;
- e. the provision of any information, training, instruction, or supervision necessary to protect all persons from health and safety risks; and
- f. assurance that the health of workers and the conditions at the workplace are monitored to prevent illness or injury arising in the workplace.
- g. The establishment and support of an effective system of worker participation. Refer Section 8.

5. Responsibilities

5.1 CIM requires those responsible for any activities on the Institute's campuses comply with the Institute's relevant systems and relevant legislation, including the Health and Safety at Work Act 2015 and applicable codes of practice and standards.

5.2 The Dean or nominee is responsible for approving any material change to the Institute's safety system.

5.3 The Student Support Manager is responsible for monitoring learner safety and wellbeing matters and

reporting these to the Executive Management Team. The Advisory Board retains overall governance responsibility for monitoring the adequacy of health and safety systems as part of its strategic oversight.

5.4 The Executive Management Team must exercise due diligence to ensure that the Institute complies with its duties or obligations under New Zealand legislation, including the Health and Safety at Work Act 2015:

- a. to acquire and keep up-to-date knowledge of work health and safety matters;
- b. to gain an understanding of the nature of the operations of the business or undertaking of the Institute and generally of the hazards and risks associated with those operations;
- c. to ensure that the Institute uses in the workplace, appropriate resources and processes to eliminate or minimise the health and safety risks carried out from the work as a part of the conduct of the business or undertaking;
- d. to ensure that the Institute has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information;
- e. to ensure that the Institute has and implements processes for complying with any obligation of the Institute under the *Health and Safety at Work Act 2015*.
- f. to verify the provision and use of the resources and processes mentioned above.

5.5 The Institute's staff, students, contractors, visitors, and other persons on the Institute's campus are responsible for and are required to:

- a. take care for their own health and safety;
- b. take care that their acts or omissions do not adversely affect the health and safety of other persons;
- c. comply with any instruction that is given by the Institute with regards to safety;
- d. comply with any policy or procedure of the Institute relating to health or safety at the workplace and the safety system;
- e. report incidents and any unsafe conditions or issues that come to their attention.

5.6 Where the presence of a visitor or contractor on CIM premises creates overlapping health & safety duties, CIM will ensure that there is appropriate dialogue with the other party to understand the nature of their activities on site and appropriately manage any health & safety risks.

6. Review of Safety Systems

6.1 Safety system reviews will incorporate learner feedback, incident reports, and trends from internal and external evaluations (e.g. NZQA self-review and monitoring outcomes) to support a culture of continual improvement and transparency.

6.2 The Executive Management Team is responsible for reviewing the Institute's safety systems annually to:

- a. ensure their continuing suitability, adequacy, and effectiveness;
- b. consider the continued relevance of the relevant policies, minimum standards, procedures, objectives, and targets, plans and responsibilities; and
- c. make changes where appropriate in response to audits, changing circumstances and the commitment to continual improvement.

6.3 The Executive Management Team is responsible for:

- a. collecting the necessary information to allow the Team to carry out the review process, including provision of audit results and advice on changing circumstances;

- b. organising a review schedule and issuing the meeting agenda; and
- c. documenting the Team meeting and minutes for the meeting relating to work health and safety.

7. Mental Health and Wellbeing

7.1 CIM recognises the importance of supporting the mental health and emotional wellbeing of all students and staff. This includes:

- a. providing confidential access to counselling and support services;
- b. promoting a culture of openness and respect;
- c. encouraging early help-seeking behaviour; and
- d. ensuring policies and environments do not stigmatise those experiencing mental health challenges.

7.2 These commitments align with the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, which requires proactive support for learner wellbeing.

8. Worker Participation

8.1 An effective system of worker participation system will be established either through the election of Health & Safety representatives or the creation of a workplace Health & Safety Committee.

8.2 The worker participation system will be consulted on all significant health & safety matters and be involved in the identification and management of any health & safety risks or issues.

8.3 CIM will appropriately resource the worker participation system so that it can effectively carry out its responsibilities.