



## HEALTH AND SAFETY POLICY

Issue Number: 5

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### Purpose

To ensure that New Zealand Bus Limited's (NZ Bus) internal control and corporate governance processes support the provision of a safe and healthy working environment and meet compliance obligations.

### Scope

This policy applies to the NZ Bus Board, management, staff and all activities.

### Policy Statement

NZ Bus is committed to providing and ensuring a safe and healthy workplace for its employees, contractors and any persons using NZ Bus premises as a place of work.

In addition, we are committed to ensuring that our customers, communities and visitors experience safe journeys and responsible company behaviour.

To ensure a safe and healthy working environment, management will:

- Set health and safety objectives and performance criteria for all managers and work areas and ensure managers have an understanding of health and safety management relative to their position
- Annually review health and safety objectives and managers' performance
- Ensure the accurate and timely reporting, recording and investigating of all workplace incidents and injuries
- Provide a treatment and rehabilitation plan for injured employees that ensures a safe, early and durable return to work
- Identify, assess and control all existing and new hazards in the workplace, to which employees and others are or may be exposed
- Ensure that all employees are made aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner
- Promote a system of continuous improvement, including the annual review of policies and procedures
- Meet our obligations under the Health and Safety at Work Act 2015 and other legislation, Standards, Codes of Practice and Guidelines providing for the health and safety of people at work.

Managers will work in partnership with employees and union representatives to ensure they all have the opportunity to participate in the above process, and will respond promptly to all health and safety concerns raised.

Individual employees will meet their obligation to take all practicable steps to ensure their own and others' health and safety, and are encouraged to become actively involved in assisting managers achieve a healthy and safe workplace. Employees will co-operate and report hazards and other sub-standard conditions, incidents and near misses, to their manager.

The processes used to manage health and safety within NZ Bus will be consistent with our values of RELIABILITY, RESPECT and FIT FOR PURPOSE. Compliance with the NZ Bus health and safety management processes is mandatory and is detailed in the Health and Safety Manual.

This policy will be reviewed by annually and updated as appropriate.

## **Responsibilities**

Board	<ul style="list-style-type: none"><li>• Endorsing policies at an Enterprise level</li><li>• Ensuring that an effective health and safety management system is in place and is being appropriately managed by NZ Bus</li><li>• Ensuring existence of a board health, safety, security &amp; environment sub-committee</li></ul>
Chief Executive	<ul style="list-style-type: none"><li>• Approving governance policies</li><li>• Effectively managing NZ Bus health and safety activities and processes (accountable to the Board)</li></ul>
Senior Leadership Team H&S Leader	<ul style="list-style-type: none"><li>• The designated person responsible to the Chief Executive for strategic direction and co-ordination of health and safety activities and processes throughout NZ Bus</li></ul>
Management team	<ul style="list-style-type: none"><li>• Managing and monitoring activities within the team's control and reporting to the Chief Executive</li><li>• Ensuring that Health and Safety policy and guidelines are adhered to at an operational level</li><li>• Maintaining an effective health and safety management system</li><li>• Ensuring the existence of a national health, safety, security &amp; environment committee</li></ul>
HSSE Managers	<ul style="list-style-type: none"><li>• Provide expert operational support to the Business Units</li><li>• Report monthly on incidents and health and safety activities to respective Managers and Senior Leadership Team</li></ul>
Staff	<ul style="list-style-type: none"><li>• Compliance with, and participation in, the policies, guidelines and processes approved by NZ Bus</li><li>• Carrying out action plans and reporting</li></ul>

**Zane Fulljames**  
**CHIEF EXECUTIVE OFFICER**