

 Taupo DeBretts STAY - SOAK - SOOTHE - SAVOUR	Health and Safety Manual HEALTH AND SAFETY POLICY	Document:	HS00
		Date Revised:	12/05/2017
		Approved by:	Tobi Taite

“Taupo DeBretts is committed to providing a safe and healthy work environment for all employees and visitors to the work place”

Taupo DeBretts recognises that maintaining the highest possible standards of health and safety is a key management responsibility and a measure of our success as an organisation.
An investment in safety is an investment in the well-being of the business and its employees.

In fulfilling these aims, Taupo DeBretts recognises that everyone benefits when employees help to develop health and safety systems, and proactively incorporate those systems into their activities at work.

All managers will be accountable for the following duties:

- Be responsible for providing a safe working environment
- Ensure employees are properly trained and supervised so they can work safely

Managers will work with employees to:

- Identify hazards in the workplace, and ensure those hazards are eliminated, isolated or minimised
- Eliminate hazards where possible, depending on how much harm it could cause and how difficult and expensive it would be
- Where a hazard cannot be eliminated, you have the right to know about the hazard and what you need to do (or not do) to work safely
- Constantly review the health and safety management systems and processes involving consultation with employees
- Ensure that employees have and use the right protective equipment or clothing.
- Record and investigate any accidents or “near misses” to employees and visitors to the workplace
- When a person suffers serious harm, Work Safe NZ will be advised

The Management Team is responsible for the setting up and monitoring of process to carry this out. It is the Management Teams duty to assign health and safety duties to Team Leaders and Supervisors. The Management Team will ensure as far as is reasonably practicable, that this organisation meets all its obligations under the [Health and Safety at Work Act 2015](#).

Employees are required to:

- Take no action or inaction that may harm themselves or others in the work place
- Co-operate with all health and safety provisions agreed by management and employees
- Seek assistance or advice where the safe method of completing a job is not understood
- Correct or report any unsafe conditions, which come to their attention
- Wear protective equipment provided
- Helping new employees, trainees and visitors to the workplace understand the right safety practices and why the practices exist, and communicating any safety concerns to your employer

This policy will be regularly reviewed to take account of new legislation and organisational changes.

Management seeks the co-operation of all employees in fulfilling our health and safety commitments

Signed



(Managing Director)

Policy is subject to change