



Department of Conservation
Te Papa Atawhai



SAFETY AND WELLBEING IN DOC: AN INTRODUCTION

Safety and Wellbeing is everyone's business

Injuryfree
...and safe home every day

CONTENTS:

Introduction	3
Roles and Responsibilities	4
The Department's responsibilities	
Managers	
Employees	
Employee Participation	5
Health & Safety Employee Representatives	
Health & Safety Committees	
National Health & Safety Forum	
Managing Hazards	6
Hazard Management	
Safety Planning	
Emergency Procedures	
Reporting Incidents	7
Reporting	
Investigation Incidents	
Accident Compensation	8
ACC Partnership Programme	
Common Injuries in DOC	
Wellbeing	9
Occupational Health	
Health & Safety Training	10
Health & Safety Management Systems Training	
Operational Health & Safety Training	



INTRODUCTION



The nature of the work undertaken by the Department of Conservation is inherently hazardous and that is why we have a strong commitment to all areas of safety and wellbeing in our places of work, and a robust health and safety management system. We want to ensure that you and your work partners return home safe every day.

As a good employer the Department wants to ensure that a safe and healthy work environment exists for you and your colleagues as well as other people such as volunteers, contractors, and others who may be in our place of work. The Department's commitment to safety and wellbeing is set out in Policy from the Director General. This can be found on the health and safety intranet site.

This guide has been designed to provide you with an understanding of the Department's health and safety system, the Department's role as an employer, and how you can contribute to workplace safety and wellbeing. Continuous improvement cannot be maintained without your help, as you are the one undertaking potentially hazardous work, and your knowledge is essential in managing these hazards. You are encouraged to improve our safety and wellbeing processes so the Department can be a safe place to work.

Some of the key messages in safety and wellbeing in DOC are:

- We will have safe operations and strive for an injury free workplace
- The only acceptable goal is no injuries
- Look out for each other (interdependence)
- Importance of leadership at all levels
- Encourage speaking up and reporting



ROLES AND RESPONSIBILITIES

Essentially there are three levels of responsibility. The prime responsibility undoubtedly rests with the Department as an employer where we are required to do all we can to ensure that you are protected from harm, physical or mental. There are also important responsibilities for managers, as well as for employees. These are set out below.

THE DEPARTMENT'S RESPONSIBILITIES AS AN EMPLOYER

The Department of Conservation has a number of initiatives in place to keep employees safe, including:

- A system that assists you in managing health and safety
- Procedures that are well designed to make work practices safe
- Health and safety training for employees
- Employee health monitoring procedures
- Emergency procedures
- Incident reporting and investigation procedures
- Injury management and rehabilitation processes

MANAGERS

Managers have specific safety and wellbeing responsibilities and are accountable for the safety and wellbeing of anyone at work. This includes:

- Hazards are identified, controlled and reviewed
- Employees are competent to undertake the task
- Information is provided to employees
- Incidents are recorded, reported, and investigated
- Departmental policies and procedures are complied with
- Regular audits are undertaken
- Leading by example and developing a safety culture where getting hurt is an unacceptable part of working for the Department

EMPLOYEES

As an employee you are required to ensure your own safety at work, and that no action or inaction on your behalf causes harm to any other person. To do this you need to:

- Become familiar with and follow the Department's health and safety procedures and policies
- Follow instructions from your supervisor
- Prevent events and injuries wherever possible by reporting hazards
- Report to your manager any incidents, including near misses
- Attend and contribute to health and safety training as provided
- Involve yourself in safety planning
- Speak up and look out for your workmates
- Be involved in developing a culture where it is unacceptable to get hurt working for the Department



EMPLOYEE PARTICIPATION

HEALTH AND SAFETY EMPLOYEE REPRESENTATIVES

Employees participating in safety and wellbeing are essential. A formal employee participation agreement between staff, the unions and management has been in place in the Department for some years. This allows for the election of employee health and safety representatives at each location. Enquire with your manager whether there is an employee health and safety representative for your office. If you wish to become a health and safety rep, then discuss this with other staff.

The primary aim of the employee participation system is to facilitate cooperation between staff and managers. The main role of the health and safety representative is to:

- Represent any health and safety issue of concern to the manager
- Champion positive health and safety practices in the workplace
- Assist in facilitating discussion on health and safety at staff meetings



Health and safety representatives are entitled to two days specific health and safety rep training each year.

HEALTH AND SAFETY COMMITTEES

Many locations have a health and safety committee. Again enquire if your office has a committee, and if so contribute it. The role of a committee is to:

- Positively promote health and safety management practices
- Identify opportunities for employees to participate in H&S
- Make recommendations to management regarding health and safety
- Raise potential hazards with management and discuss solutions

HEALTH AND SAFETY NATIONAL FORUM

This forum consists of management, employee health and safety representatives and the unions and meets twice a year

HEALTH AND SAFETY PORTFOLIO HOLDERS

Most offices have appointed a health and safety portfolio role. The primary purpose of this role is to:

- Advocate and encourage a strong health and safety (H&S) culture based on the Department's strategy for an injury free workplace.
- Support and improve team health and safety practices.
- Coordinate/lead health and safety processes, activities and initiatives on behalf of the team, with the support of the Tier 4 leader.

Take the time to familiarise yourself with this person.



MANAGING HAZARDS

HAZARD MANAGEMENT

Managing hazards is the cornerstone of health and safety. A hazard is something that is an actual or potential source of harm to you. It can result in an injury or an illness, which could occur immediately or it could happen slowly over a longer period of time. Managing hazards encompasses:

- Hazard Identification
- Hazard Assessment
- Hazard Control
- Hazard Review

The Department needs your help to identify and control hazards before they cause harm. It is everyone's responsibility to identify hazards and report them to the manager as they become known.



SAFETY PLANNING

The Department uses a web based programme 'Risk Manager' to record and control hazards. These are linked to safety plans and an 'on the ground' job safety analysis and toolbox talk process which must be in place for all work, particularly where hazards exist or could be encountered. Risk Manager contains a register of many hazards in the Department, both at the national and local level, and details the controls for these as well as the minimum competency for staff working on these tasks. You must become familiar with the safety plan and associated documents such as Standard Operating Procedures (SOPs) for your work.

EMERGENCY PROCEDURES

Should something go wrong the Department has in place robust emergency procedures for any hazardous work. These plans include first aid provisions, communications, emergency response and evacuation. Again become familiar with these plans and practice them if it is practical to do so.



REPORTING INCIDENTS

REPORTING

Employees are required to report **ALL** incidents including near misses, injuries, threats, and early signs of discomfort or pain to their manager. An incident is a situation that:

- Causes any person to be harmed; or
- In different circumstances, might have caused any person to be harmed

Incidents can be entered directly into the web based Risk Manager system by a person dedicated to this in your office, or you can complete the Incident Report Form and hand to your supervisor.

If you are experiencing any early symptoms of discomfort or pain then you should also report this to your supervisor using the Self Report of Discomfort and Pain Form.



INVESTIGATING INCIDENTS

The Department investigates all incidents in certain risk classifications, any incidents resulting in lost time, and any that are rated high risk potential. This is so that:

- the root cause of incidents can be identified and fed back into the hazard management process
- the learning can be shared
- the risk of a similar incident re-occurring, and therefore injury to an employee, can be minimised

If you would like to be involved in investigation incidents, then talk to your manager about becoming a Departmental trained investigator.



ACCIDENT COMPENSATION

ACC PARTNERSHIP PROGRAMME

If you are injured at work, immediately contact your supervisor or a work colleague if you are able to. If the injury is not too serious and doesn't require urgent medical treatment, you may wish to contact the Department's occupational health physician, Dr Mark Floyd, for advice (see contact details next page) before committing to a doctor's visit..

The Department is in the ACC Partnership Programme and we manage our own work place accident claims. If you need to go to the doctor ensure you bring your blue ACC wallet card. Your doctor will complete an ACC45 claim form that will be forwarded to the Department's Safety and Wellbeing Team so we can manage your claim. You will then be advised whether your claim has been accepted. You will to ensure that any work place injuries have been entered into Risk Manager prior to the claim being sent to the Department. This will make it quicker to respond to your claim.

You need to be aware of your rights. These are explained on the Health and Safety intranet site. There is a process for disputing a claims decision should you have any concerns surrounding the outcome of your claim.

MANAGING COMMON INJURIES IN DOC

It's no surprise that the most common injuries in DOC are sprains and strains to knees, ankles or lower back, usually from a slip, trip or fall, or perhaps manual handling. The Department has developed material to assist you in managing these injuries, and this is available on the health and safety intranet site.



However you can do a lot for yourself to prevent this sort of injury by keeping fit, being aware of the environment you are working in, and observing safe working practices.



WELLBEING

For many organisations the focus on 'health and safety' has traditionally been on safety. The Department has recognised that wellbeing and mental health is just as important as physical health.

OCCUPATIONAL HEALTH

The Department emphasises occupational health (i.e. how your health can affect your job, and how your job can affect your health). For example the Department will monitor your health in relation to exposure to noise, some pesticides, and fire fighter fitness. Free vaccinations are offered annually.

We also publish regular articles on healthy living which you can see on the health and safety intranet site. Some examples of these interesting articles include nutrition, sun smart, influenza, mens health and work/life balance.



The Department has the service of an occupational medical advisor who you are free to contact for advice if you have a health issue, or need to seek advice on an occupational health issue arising out of a hazard in your job, injury management, or rehabilitation should you have an accident. Any personal health issue you discuss with Dr Floyd is treated in the strictest of confidence, and at no cost to you. Dr Floyd's details are

Dr Mark Floyd
Email: mdfloydnz@gmail.com



HEALTH & SAFETY TRAINING

Depending on your role in the Department, you are likely to be required to undertake training at two levels:

- Safety and Wellbeing in DOC
- Operational health and safety

SAFETY AND WELLBEING IN DOC

This course includes training in the Department's health and safety management system but with a significant focus on culture and leadership. It is mandatory for all Tier III and IV Managers to attend, as well as those with significant health and safety responsibilities. A 'short course' has been developed for all other staff, which everyone is to attend this annually.

Additional to this, the following courses are offered:

- Incident Investigation
- Contractor Management
- First Move

OPERATIONAL HEALTH & SAFETY TRAINING

Depending on your role, you may be required to attend a number of training courses which will lead to your competency in being able to undertake potentially hazardous tasks in the Department. These include (but are not limited to):

- Boats
- Diving
- Four wheel drive vehicles
- Quad bikes
- Hazardous substances
- Work at height
- Chainsaws
- Fire fighting
- Helicopter
- First aid
- Traffic management
- Search and rescue



**WE HOPE YOU ENJOY WORKING FOR
DOC – AND STAY SAFE!!**

