

New Zealand Society for Music Education Inc (MENZA)

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## Health and Safety Policy

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### Introduction

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MENZA, as a Person Conducting a Business or Undertaking (PCBU) under the Health and Safety at Work Act 2015, is committed to ensuring, so far as is reasonably practicable, the health and safety of all workers and others affected by our work. This includes: providing and maintaining a safe working environment; safe locations or work sites/venues; adequate facilities for welfare; providing information, training, instruction and supervision; monitoring health of workers and workplace conditions to prevent illness or injury; and consulting with workers on health and safety matters.

MENZA will take responsibility for health and safety procedures; however, all those involved in the organisation's activities need to be aware of their responsibilities and comply with the organisation's health and safety policies.

### Policy Statement

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#### Workplace Health and Safety

Each MENZA NEX contractor and/or volunteer is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- a) Being involved in the workplace health and safety system;
- b) Sticking to correct procedures and equipment e.g. access to a first aid kit
- c) Reporting any pain or discomfort as soon as possible;
- d) Ensuring all accidents and incidents are reported;
- e) Helping new contractors, volunteers and visitors to the workplace understand the proper safety procedures and why they exist;
- f) Telling the site manager or delegated person immediately of any health and safety concerns; and
- g) Keeping meeting areas tidy to minimise the risk of any trips and falls
- h) Establishing clear procedures for raising and resolving health and safety issues.

#### Risk Management Framework

MENZA will implement a systematic approach to risk management that includes:

- An appointment of a Health and Safety officer on the Board

- Adequately informing contractors and/or volunteers working in various spaces of the relevant Health and Safety practices of the location.
- Identifying hazards and risks in activity locations
- Assessing the risks to determine their severity and likelihood
- Implementing control measures using the hierarchy of controls:
  - Elimination of the hazard (first priority)
  - Minimisation through substitution, isolation, engineering controls, administrative controls, and personal protective equipment
  - Regularly reviewing and monitoring control measures to ensure their effectiveness
  - Consulting with appropriate parties throughout the risk management process

### **Policy Implementation**

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The implementation and review of these health and safety policies are the responsibility of MENZA or the Board.

MENZA's Chair, in conjunction with the Board, will develop and communicate appropriate systems and processes for health and safety to all employees, contractors and volunteers..

The Chair shall institute procedures pursuant to this policy.

On behalf of MENZA:

Date:

This policy will be next reviewed at the Annual General Meeting