



NZRAB Health and Safety Policy

14 July 2016

Reviewed 27 November 2018

1. The NZRAB is an employer and also within its workplace and elsewhere conducts meetings, disciplinary hearings and professional assessments involving office holders, other contributors and members of the public.
2. The NZRAB is committed to providing a safe and healthy workplace and meeting places for members of the public, office holders, other contributors and staff, and ensuring that its activities and practises are safe for all concerned.
3. To that end, within the bounds of what is practicable, the NZRAB shall:
 - a. comply with all applicable health and safety legislation, including its obligations as a Person Conducting a Business or Undertaking under the Health and Safety at Work Act 2015
 - b. ensure that its offices and meeting places are safe for members of the public, office holders, other contributors, contractors and staff
 - c. prevent exposure to unnecessary risks and operate in a way that minimises health and safety hazards
 - d. ensure that members of the public, office holders, other contributors and staff are provided with necessary safety information and training, including in regard to any proximate health and safety risks, emergency and evacuation procedures and the like
 - e. ensure that staff have work stations and equipment as required and set up correctly to work safely, and the workplace meets their needs in terms of lighting, noise, ventilation, heating etc.
 - f. ensure that when office holders, other contributors and staff are travelling on NZRAB business they fly with or otherwise use reputable carriers or service providers and are not expected to drive when exhausted
 - g. ensure that the NZRAB has a workplace culture and management style that empowers staff to work safely, report accidents or incidents, and challenge any unsafe work practices, including bullying or anything discriminatory or abusive
 - h. ensure that any use of alcohol at NZRAB sponsored or organised events is moderate and there is no use of illicit drugs
 - i. encourage staff to take responsibility for and ensure their own safety, ensure nothing they do harms any other person and report all accidents or near misses

- j. encourage staff to adopt safe individual work practices, including avoiding overwork and stress, and repetitive strain injuries
 - k. ensure appropriate supervision to ensure staff work safely
 - l. ensure that staff, including new employees, are aware of the NZRAB Health and Safety Policy and what is expected of them
 - m. ensure that non-employees who are assisting or providing services to the NZRAB (eg Registration Assessors, ANZ APAP panellists, committee and working party members, contractors etc.) are not asked or expected to do anything unsafe and, where applicable, are appropriately resourced to make their contributions safely
 - n. keep on site a first-aid-kit and other materials to assist those present deal with the consequences of being trapped in the workplace as a result of a natural disaster or some other incident
 - o. maintain a health-and-safety risks-register that identifies any current risks to health and safety and those steps being taken to manage or mitigate those risks
 - p. actively monitor health and safety performance, including accurately recording, reporting, investigating and learning from all accidents and near misses
 - q. actively support the early and safe return to work of injured and ill employees.
4. The NZRAB is also the entity that registers architects against minimum standards which include a requirement that architects understand health and safety principles and legislative obligations as they apply to the practice of architecture.