

HEALTH, SAFETY AND WELLBEING CONSIDERATIONS

This document contains a number of hyperlinks that will not function until our website structure is finalised.

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Overview

AREC operates in combination with other organisations so we must be conscious of our obligations to ourselves and others in respect of Health, Safety and Wellbeing. Operations take place within the Coordinated Incident Management System (CIMS) structure.

- **Health** - the condition of being sound in body, mind, or spirit with freedom from physical disease or pain.
- **Safety** - the condition of being safe from undergoing or causing hurt, injury, or loss.
- **Wellbeing** - the state of being happy, healthy, or prosperous.

HSW Policies and Standard Operating Procedures

The [AREC Health, Safety and Wellbeing Policy](#) applies. This is supported by an analysis of the overall Hazards and Risk landscape in the [AREC Hazard & Risk Register](#). Note the hazards are managed using the standard hierarchy of controls and residual risk is the final arbiter.

We manage our day-to-day hazards through [Standard Operating Procedures \(SOP\)](#). These SOP define the generally accepted process steps to achieve a safe and effective outcome.

SOP have not been created for all activities that AREC undertake that could affect critical outcomes, require standard process, and/or have safety critical elements that must not be overlooked.

SOP will not cover all circumstances so in all other cases members are trained and expected to possess base level knowledge and skills and 'to know what they don't know.' See the section below – coping with change.

General support information is also available via AREC InfoNet accessible via the member login.

Coping with change

As we can face dynamic and changeable circumstances AREC has recognised the need for members to have a generalised tool-set to be able to firstly identify that change is taking place and to then follow a simple set of steps to ensure safe and effective outcomes are achieved.

What will trigger this thinking? Just remember the term **PEEP**.

A review of what you are doing is required in the event of change in any of these four areas and should trigger a rethink of what you are doing:

- **People** – Any change to the people you are interacting with, or could impact safety and effectiveness of activities around you.
- **Equipment** – that you are using or are about to use, or equipment that others may use that could affect what you are doing has changed or is about to change.
- **Environment** – Any change to environment in which you are working or intend to work in or around.
- **Process** – are you having to change any process to ensure you can meet expected outcomes. This especially applies to an SOP is found to not be applicable in the circumstances.

What if a change triggered by your PEEP thinking is required?

You must then:

- **STOP** – what you are doing
- **THINK** – you need to think about what to do next, this will require you to talk to others,
- **PLAN** – develop a plan to deal with the changing circumstances; think ahead and anticipate.
- **COMMUNICATE** – effectively communicate within the team to ensure the plan is understood and agreed.
- **ACT** – once you have agreed on the plan you need to execute and monitor.

Reporting of issues

AREC also operates a feedback process that allows members to report back issues and concerns, near-misses, and injuries. A report can be made by emailing HSW@arec.nz outlining answering the following three questions:

1. What is the issue you are reporting?
2. What have you done about it?
3. What do you think we ought to do next?

The HSW Advisor or local management will then ensure an investigation is conducted to ensure learnings are identified.

Investigations

The incident investigation is to find out what happened, how it happened, and why it was able to happen. The information obtained through the investigation is necessary for deciding what needs to be done to avoid a repeat incident (correction) or how to prevent a similar event (prevention).

Who and how many complete the investigation will be decided by the HSW Advisor, or a National level Manager, and the information recorded in the issues reporting system.

Four Basic Rules when Investigation

- This is not a time to be blaming anyone
- Be pleasant when asking questions
- The task is to find out all about the incident and the lead up to the incident (in detail)
- Make NO Assumptions

When all the information is gathered and recorded it must be studied to find out what the root cause was and list the sequential effects of the root cause, right up to the end result (the incident).

Only then is it time to determine the control strategies needed, what control actions need to be taken, who will do which actions, by when, who will check the actions are completed and who will sign the completion off.

The outcome of the investigation will then be publicised to maximise benefits.

Safety Observations

To ensure we are following our own processes and have not missed out any opportunities to improve health, safety, and wellbeing outcomes, we need to check activities as they are actually occurring.

Often these activities can be called an audit. Unfortunately, the word 'audit' has connotations for some people that a negatively oriented fault-finding exercise is underway.

Therefore, in the HSW context the preferred term is an HSW observation.

The aim is to 'try and catch people being right.' In other words, we need to identify, report, and reinforce the correct behaviours, not just report on things that are not perfect. This does take a bit more effort, however a pat on the back is far more effective than a bollocking.

Strangely, excessive pointing out of failure actually reinforces that incorrect behaviour so we all need to approach others with a positive attitude, not just criticising.

Any issues identified during a Safety Observation must be reported as an HSW Issue so that a more detailed investigation can take place.

Summary of general HSW principles

Refer to the AREC HSW Policy document that includes the following principles in the standard format.

You and those around you are not much use if you are dead, injured or struck down with illness. On that basis:

- You are responsible for your safety and the safety of all those around you.
- You are part of a team. Look after the team and they will look after you.
- Make sure you are competent to carry out a task before attempting that task.
- If in doubt, stop what you are doing, talk with others, seek advice from more experienced people e.g., Group Leader or person in charge of the overall activity.
- Always follow the Health & Safety plan provided by the organisation that we are working for whilst at the same time ensuring standards as per the AREC system are maintained.
- If a conflict in minimum standards is apparent the most conservative approach is to be taken unless a dispensation has been agreed between the parties.
- If the plan is not appropriate AREC personnel must immediately raise the matter with the client organisation and in the meantime either stop the activity or after consultation with the client, follow the default AREC response for that circumstance.
- If a situation is not covered by the primary H&S (Health & Safety) plan, then you must advise your concern to the agency whose plan you are following then follow the AREC H&S process to systematically identify hazard and associated risk and deal with it.
- If an Incident (near miss or injury) occurs or some other issue arises then an AREC report must be completed. Follow the incident reporting process or email HSW@arec.nz. If you are requested to do so also complete the client organisations report.
- AREC Management commit to provide healthy and safe working conditions to prevent work-related injury and ill health and will respond to all issues that are reported.
- To ensure a safe and healthy working environment, AREC Management commit to compliance with the intent of the Health & Safety at Work Act 2015 and associated Codes of Practice and will monitor changes and updates process and policy as required to ensure best practice standards.
- AREC Management and all AREC Members must:
 - Comply with all legislative rules and codes of best practice.
 - Eliminate and reduce health & safety hazards and risks.
 - Look after themselves and ensure the health and welfare of those around them.
 - Strive to continually improve and fine-tune the operating practices of AREC.
 - Ensure all activities that affect health, safety and welfare outcomes are the result of a consultative process between AREC Members and AREC Management. This means management must actively consult and members must actively participate in the consultation process.

If you have any suggestions for improvement to this or any other AREC document email HSW@arec.nz or contact you local AREC Manager.