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| **Topic** | **Action** | **Frequency** | **Responsibility** | **Outcome** |
| Employee health and wellbeing | Offer smoking cessation to workers. | During performance monitoring | Click here to enter text. | Number of workers who stopped smoking. |
| Offer/provide only healthy food at the work place and at special occasions. | As the situation arises. | Click here to enter text. | Healthy workforce. |
| Monitor employees’ workload. | 3-monthly | Click here to enter text. | Workers’ retention and optimum performance. |
| Provide workers with the opportunity to minimise stress by offering mindfulness/  yoga/exercises/karakia/waiata. | Offered daily | Click here to enter text. | Workers’ retention and optimum performance. |
| Conduct a workers’ wellness survey. | Yearly | Click here to enter text. | Opportunity to improve work environment.  Identification what enhances workers’ wellbeing at work. |
| Monitor workers’ sick days, analyse the data and develop strategies to improve workers’ health. | Yearly | Click here to enter text. | Workers’ sick leave is manageable. |
| Meetings | Health and safety committee. | 3- monthly | Click here to enter text. | Identify health and safety issues and manage them. |
| Workers’ meetings include Health and Safety as routine agenda. | monthly | Click here to enter text. | Identify health and safety issues and manage them. |
| Manager meetings include Health and Safety as routine agenda. | 3-monthy | Click here to enter text. | Identify health and safety issues and manage them. |
| Board meetings include Health and Safety as routine agenda. | 3-monthly | Click here to enter text. | Resource health and safety at work.  Ensure workplaces are safe. |
| Workplace accident/incident reviews. | Trend analysis and development of improvement measures to avoid future accidents/incidents. | Yearly by the health and safety committee. | Health and safety representative. | Reduction in workplace related accidents/incidents. |

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| **Topic** | **Action** | **Frequency** | **Responsibility** | **Outcome** |
| Hazard register review. | Trend analysis and development of improvement measures to minimise or eliminate work place hazards. | Yearly by the health and safety committee. | Health and safety representative. | All hazards are managed. |
| Training and information exchange | Development of health and safety information on intranet/email. | ongoing | Click here to enter text. | 80% of workers access the website/emails within the past 12 months. |
| All new staff have health and safety induction. | ongoing | Click here to enter text. | 100% of new workers have completed health and safety induction. |
| Health and safety components in minutes of meetings are posted on intranet/emails. | within one week of the meeting | Click here to enter text. | Staff are well informed about health and safety matters. |
| Health and safety quizzes are posted on intranet/emails. | twice a year | Health and safety representative. | Keep workers engaged in health and safety matters. |
| Health and safety representative 2 day training. | yearly | Click here to enter text. | Robust oversight to ensure that the health and safety at work legislation is implemented. |
| Health and safety representative. | Routine re-nomination of and voting for health and safety representatives. | 3-yearly | Click here to enter text. | Succession planning for health and safety representatives is in place.  Contingencies are in place when the health and safety representative is not at work. |
| Monitoring health and safety processes | Development and implementation of a health and safety audit schedule to ensure that the health and safety processes in the organisation’s health and safety policy/procedure are implemented. | throughout the year as per audit schedule | Click here to enter text. | The health and safety processes are implemented.  External audits result in compliance with the standards that relate to health and safety at work. |
| Complete the [SafePlus assessment](https://online.safeplus.nz/) | 6-monthly | Health and safety representative. | Understand what workers think about our health and safety system. |