# Conservation Boards - Health and Safety Policy

## Introduction

Under the [Health and Safety at Work Act 2015](https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html) (HSWA), a person conducting a business or undertaking (PCBU) must look after the health and safety of its workers and any other workers (or others) it influences or directs.

DOC is classed as a PCBU under HSWA, which means DOC has the primary responsibility to ensure the health and safety of Conservation Board members while they are ‘at work’, for example during Board meetings and on field trips.

Conservation Boards are classed as ‘volunteer associations’ under HSWA. This means Boards do not have their own health and safety duties under HSWA. This status may change if a Board directly employs someone under a contract of/for service. If this occurs, Board should seek legal advice regarding their responsibilities under HSWA.

## Policy Statements

### Department of Conservation (DOC)

1. DOC will, so far as is reasonably practicable, ensure the health and safety of:

* Board members, while members are ‘at work’, ie carrying out Board functions; and
* Board members whose ‘work’ carrying out Board functions is influenced or directed by DOC, while carrying out the work.

2. DOC will also ensure, so far as is reasonably practicable, that the health and safety of other people is not put at risk from work carried by Board members.

3. DOC will ensure, so far as is reasonably practicable, that Board members have:

* A work environment that is free from risks to health and safety. This can include risks of physical harm such as injuries and ill health and risks to psychological health.
* Safe equipment, structures and systems of work.
* Safe use, handling, and storage of plant, substances and structures.
* Adequate and accessible welfare facilities such as toilets, drinking water, washing and eating facilities.
* The necessary information, training, instruction, or supervision to do work safely. For example, DOC may provide Board members with an induction, personal protective equipment (PPE), emergency plans, or support when dealing with people exhibiting challenging behaviours.
* Relevant monitoring of Board member health and exposures in the workplace (ie on field trips), for the purpose of assessing the effectiveness of controls.

### Board members

1. Board members will cooperate with any reasonable DOC health and safety policy, or procedure notified by DOC. ‘Reasonable care’ means that members will do what a reasonable person would do in the same circumstances, considering:

* what skills and knowledge members have
* what the risks and outcomes of the activity are; and
* what resources members have available.

2. Board members will follow any other reasonable safety instructions given by DOC, to ensure the safety of members and to enable DOC to comply with their obligations under HSWA and regulations.

3. Board members will take reasonable care of their own safety, including by:

* Ensuring they are fit and well to undertake the task(s)
* Only doing tasks that have been assigned to them
* Only doing tasks that they have been trained to do or are familiar with
* Not doing tasks that they think are unsafe
* Reporting new hazards and risks to DOC
* Reporting serious incidents to DOC
* Being familiar with DOC’s health and safety policies and rules
* Providing feedback on health and safety issues
* Using any personal protection equipment that is provided, and storing and maintaining it as instructed
* Participating in health monitoring programmes.

4. Board members will take reasonable care not to do anything which could harm another person.

**Policy reviewed (Month/Year)**

**Reviewed by (Name)**

**Policy Approved (Date)**

**Approved by Board Chair (Sign)**

**Next review (Month/Year**