

Introduction

Health and safety is the responsibility of everyone who is employed by, or contracted to the Central Otago District Council (the Council). Systems and procedures have been developed to provide a structure by which health and safety can be managed. These are based on the requirements of the Health and Safety in Employment Act (1992), and NZS4801 Occupational Health and Safety Management Systems.

Specific Responsibilities

Managers

The following are specific management roles and responsibilities relating to health and safety and managers' performance relating to these duties will be reviewed annually as part of their regular performance evaluations. All managers are expected to achieve the following outcomes to the level appropriate to their position:

- Respond promptly to any health and safety issues brought to their attention.
- Ensure there are regular health and safety discussions with staff.
- Ensure regular workplace audits are completed to identify new hazards and to maintain an up-to-date hazard register.
- Understand accident reporting procedures and ensure all accidents and incidents are reported in a timely and accurate manner on the appropriate forms and when necessary, investigated.
- Ensure all plant, equipment, work processes and resources used in the performance of the work activities are suitable for their intended purposes, meet safety requirements and when necessary, able to be safely operated or used.
- Attend training as required to ensure they have an understanding and ability to perform their delegated H&S responsibilities.

Purpose Of Safety Manual

Wolfgang Guggemos

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