



## Te Tai-awa o te Ora

### POLICY: 8 WELL-BEING

PURPOSE: TO ENSURE THAT ALL PERSONS INVOLVED WITH TE TAI-AWA O TE ORA TRUST ARE PHYSICALLY, EMOTIONALLY, SOCIALLY AND CULTURALLY SAFE

*MEASURES OF ACHIEVEMENT:*  
*records of safety incidents; evaluations by service users and staff*

*These policies must be read in conjunction with the Trust Deed.*

#### SAFETY GENERALLY

The well-being of all staff, service users and others involved with Te Tai-awa o te Ora Trust is a high priority. Aspects of safety include:

- physical (e.g., safe use of equipment, healthy food options)
- social (e.g., confidentiality of information),
- emotional (e.g., stress, harassment)
- cultural (i.e., not disadvantaged by cultural difference)

Safety will be promoted through:

- making sure procedures for risk/hazard management, including identification, recording, analysis, prevention and management, are known to relevant parties
  - making sure all incidents, injuries and near misses are recorded in the appropriate place
  - investigating incidents/injuries/near misses and reducing the likelihood of them happening again
  - having emergency plans and procedures in place
- encouraging staff to be actively involved in the on-going management of health and safety
- including specific responsibilities in relation to health and safety in job descriptions.
- doing everything reasonably possible to remove or reduce the risk of injury or illness
  - Where prevention is not practicable, notification will be made of the risk to those potentially affected
- providing appropriate training as part of induction and thereafter on a regular basis
- supervision for all new and existing workers
- helping workers who were injured or ill return to work safely

#### PROMOTION / PREVENTION

Te Kaiwhakahaere will take all reasonable/practicable steps to protect everyone involved with the agency from unsafe or unhealthy conditions – at the office and at off-site events organised by the Trust; this responsibility may be delegated to another designated role.

Staff are expected to

- follow all instructions, rules, procedures and safe ways of working
- report any general and/or personal health and safety concerns or issues as soon as possible

- when working off-site, familiarise themselves with the relevant policies and procedures and to follow them.

#### RESPONSE TO INCIDENTS (including accident/injury, emergency, harassment)

The emphasis will be on proactive promotion of well-being and prevention of problems, but there must be provision for response to unsafe/unhealthy situations as well. Adverse events will be addressed openly through transparent disclosure processes.

Where staff are required to undertake an intervention, control or discipline in relation to others, it shall be an appropriate form, which is not physically, verbally, or emotionally abusive. Staff are encouraged to respond promptly to emerging issues.

If there is an allegation of abuse or other serious misconduct by a staff member at Te Tai-awa o te Ora in relation to a child or other adult, the staff member will be re-assigned to duties which do not involve contact with any service users while the matter is investigated.

#### CHILDREN

To protect the safety and promote the wellbeing of young persons aged under 17 years who are receiving services, or are associated with adults who are receiving services, from any staff member of the organisation, there are special procedures for working with children.

#### OTHER

Smoking will only be permitted in a sheltered area outside, screened from the view of others - especially children.

We will provide an alcohol- and drug-free environment; however alcohol may be available if permission has been given by the Board

**Approved:**  
**Trust Chairperson:**  
**(On behalf of the Te Tai-awa o te Ora Trust)**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_