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Responsibility:	Executive Director Corporate Services	Date Reviewed:	NA
Approver:	Chief Executive	Next Review Date:	1 January 2027

1. Purpose

- 1.1. The purpose of the Health and Safety Policy is to outline our collective commitment to the health and safety of our community: kaimahi (workers), ākonga (learners), visitors and people affected by our activities.
- 1.2. Our staff intranet contains material, such as procedures, directives, safety alerts, guidelines and diagrams, that provides information on how the principles are brought to life in our work, learning, social and living places.

2. Organisational Scope

- 2.1 This is a policy of UCOL. The Health and Safety Policy applies to our kaimahi (workers),¹ ākonga (learners), visitors to our work, learning, social and living places, and to people affected by our activities.²
- 2.2 The scope of the Health and Safety Policy covers both physical and psychological health and safety aspects³ of health and safety across our work, learning, social and living environments and activities.

3. Policy Statements

- 3.1 We will set things up to go well by (so far as reasonably practicable):
 - a) Having safe and healthy work, learning, social and living environments that place the focus on people's wellbeing and demonstrate our values.
 - b) Complying with relevant legislation and codes, such as the Health and Safety at Work Act 2015 and the Education (Pastoral Care of Tertiary and International Learners) Code

¹ The term 'kaimahi' is consistent with the meaning of worker in the Health and Safety at Work Act 2015, s 19, in that it encompasses employees, contractors and sub-contractors, apprentices and trainees, volunteer workers, people on work experience, and so on.

² The places and activities referred to in this document are those where UCOL exercises a degree of influence and control as a PCBU (Person Conducting a Business or Undertaking).

³ Health is defined as the state of feeling well and functioning effectively, while safety is defined as the presence of capabilities that prevent harm.

of Practice 2021, and conforming to relevant standards, guidelines and good practice.

- c) Making good decisions about health risks and safety risks and taking advantage of our strengths and opportunities.
- d) Sharing the responsibility and leadership for health and safety through consultation, cooperation and coordination (while acknowledging UCOL may, at times, have ultimate responsibility).
- e) Reporting on our health and safety performance to relevant parties, including governance and executive leadership, kaimahi, ākonga and external organisations, to meet internal and external reporting requirements and enable good decision-making.
- f) Being competent at carrying out our activities through access to information and having sufficient training, experience, supervision and monitoring.
- g) Having sufficient, fit for purpose clothing, equipment and places.
- h) Communicating up, down and across our organisation on health and safety matters.
- i) Being accountable for our actions, recognising good practice and acknowledging success.
- j) Enabling kaimahi and ākonga to be empowered, engaged and represented.
- k) Preparing for and responding to emergencies and incidents and learning from practices and events.
- l) Learning from our failures and successes and sharing what we have learned.
- m) Supporting the return to work and learning of injured and/or ill kaimahi and ākonga.
- n) Continually improving our health and safety performance.

Document Version History

Version	Effective Date	Created/Reviewed By	Reason for review
26.1	1 January 2026	UCOL Operations Lead	New policy introduced as part of UCOL's establishment as a legal entity.