

Summary of Meeting Notes from Tautoko Network meeting 2 February 2018

HEALTH AND SAFETY: A CHECKLIST FOR MANAGERS

The first Tautoko Network meeting took place this morning and we were delighted to see so many make it through the (recently unfamiliar) puddles to join us as we welcomed our guest today, Susan from Community Law. Susan gave some background to the implementation of the current Health and Safety regulations; with an emphasis on the requirement to 'take reasonable steps' to reduce workplace risks and hazards and the practice around being able to show Work and Safety that that is being done, e.g. accessible and up to date incident register, regular reporting on health and safety at Board meetings as an agenda item or via managers' reports, signing up to receive regular email updates from 'Worksafe', etc.

Six steps were included in a hand out:

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| Acquire | Up-to-date knowledge of workplace health and safety; |
| Understand | Your business/organisation's operations and associated risks; |
| Ensure | Your business/organisation has appropriate resources/processes to minimise or eliminate risk; |
| Ensure | Your business/organisation complies with HSWA; |
| Ensure | Processes in place to receive, consider, respond re incidents, etc; |
| Ensure | Those processes are monitored to ensure they are being used. |

The full handout was sourced from <https://worksafe.govt.nz>.