# HEALTH, WELLBEING & SAFETY POLICY

## SCOPE

Karāpiro Rowing Inc. (KRI) is committed to ensuring a safe and healthy working environment and culture for all our employees, volunteers, contractors (personnel). Health and safety is everyone's business and all our stakeholders are expected to share in our commitment at all times. KRI is committed to continuously improving our health, safety and wellness systems. This policy outlines our commitment to Health, Wellbeing and Safety.

Version 2, 2025

# Commitment to Te Tiriti o Waitangi

Karāpiro Rowing Inc. (KRI) recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. KRI is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation. Whilst the Club or School Programmes attending regatta's run by Karāpiro Rowing may have their own child protection policies, this policy is designed as an overarching policy to ensure that all participants, whilst at the Karāpiro Rowing venue, are governed by a set of policies which ensures the wellbeing and safety of all participants, including children, and including the prevention of child abuse or maltreatment. This policy provides guidance about how to identify and respond to concerns about the wellbeing of a participant, including possible abuse or neglect.

## POLICY

Karāpiro Rowing is committed to providing a safe and healthy working environment and culture for all our employees, volunteers, contractors (personnel). Health and safety is everyone's business and all our stakeholders are expected to share in our commitment at all times. KRI have identified 8 cornerstones of commitment to health, safety and wellness.

To achieve these commitments Karāpiro Rowing will work in a collaborative way with our employees and others to address health and safety issues and promote wellness in our workplace. We provide systems to:

- identify, assess, eliminate (where possible) manage and monitor risks in the workplace;
- accurately record, report and manage accidents, injuries, near misses and symptoms of discomfort;
- assist with, where reasonable, rehabilitation in the event of an injury or illness to return employees to the workplace;
- provide, support and promote, where appropriate, wellness initiatives in the workplace; and
- identify and implement emergency preparedness and response requirements;
- To provide a safe environment that complies with, as a minimum, all legislative requirements;
- provide and maintain a work environment, plant and systems of work that are without risks to health and safety;
- To promote and provide health and safety training and inductions to enable employees and volunteers to function safely and effectively in their roles.

KRI's goal to achieve the highest level of risk management in accident and injury prevention by the promotion of good health and safety and welfare processes. This is dependent upon the implementation of multiple strategies. KRI will:

- understand the activities of KRI and the hazards and risks associated with its operation;
- comply with all the requirements and obligations relating to the Health and Safety at Work Act 2015 and any associated regulations, codes of practice and industry guidelines and standards;
- review the performance of organisational risk management systems through robust reporting processes;
- comply with the KRI Health and Safety Manual;
- maintain an organisational level of planning, that reviews and coordinates health, safety and wellness;
- take responsibility for ensuring that KRI has information, processes and adequate resourcing for eliminating or minimising risks, responding to hazards and accidents, incidents and near misses, and ensuring compliance with the law;
- fulfil all designated health, safety and wellness responsibilities.

KRI's employees are responsible for complying with their obligations under the Health and Safety at Work Act, this policy, the Health and Safety Manual, and any other procedures that apply to KRI. Health & Safety Commitment.

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**The following 8 cornerstones of commitment are to be read alongside the Health Safety & Wellness Policy and our Health & Safety Manual. KRI have an overriding commitment to a safe and healthy workplace, this will be achieved through:**

1. ACTIVE PARTICIPATION BY ALL PERSONNEL:
   KRI will promote an environment that encourages open communication and consultation between personnel and Health and Safety Representatives on all health and safety concerns, initiatives, improvements and procedures.

2. LEADING BY EXAMPLE:
   KRI will lead by example (and be visible in doing so), in all matters of health and safety. Safety is the number one priority. KRI personnel will demonstrate personal commitment to zero harm.

3. REPORTING:
   Actively contribute to the reporting of incidents, injuries, injury management, near miss and hazards/risk to prevent future similar incidents. Incidents will be investigated as determined by KRI and appropriate action taken. The Chief Safety Officer will be involved as appropriate.

4. INDIVIDUAL ACCOUNTABILITY:
   All personnel are required to identify, isolate and minimise and report any risks, so far as reasonably practical. It is the responsibility of each individual, irrespective of their role in KRI, for their own safety and for the safety of the area, including other persons in that area.

5. INDUCTION AND EDUCATION:
   All personnel will be site inducted, or educated (where relevant), on specific duties before commencing duties on or off water, to ensure safe work practices occur and are understood and adhered to. KRI will ensure personnel are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner.

6. SAFETY EQUIPMENT:
   KRI will provide safety equipment appropriate for each situation. It is each individual's personal responsibility to use/wear the safety equipment provided.

7. IT IS EXPECTED THAT ALL PERSONNEL WILL:
   - Familiarise themselves with the KRI Health & Safety Manual
   - Share in the commitment to Health and Safety in the workplace
   - Observe and adhere to the Core Values of KRI
   - Observe and adhere to all Health and Safety policy statements including the Anti-Bulling and Health, Safety and Wellness policies
   - KRI has a zero-tolerance policy toward workplace violence, harassment or bullying
   - Be polite at all times and treat all personnel with dignity, courtesy and consideration
   - Follow all safe work procedures, rules and instructions
   - Properly use and respect all safety equipment
   - Only operate machinery or vessels they are trained and authorised to operate
   - Employees and volunteers using Karāpiro Rowing Inc vehicles must comply with all relevant traffic laws
   - Employees and volunteers must comply with relevant maritime laws
   - Use protective clothing and safety equipment correctly and whenever required

- Respect people's right to privacy at all times
- Ask for assistance from KRI as required
- Provide feedback as required on tasks undertaken
- Report accidents or incidents immediately
- Comply with the required KRI dress code
- Bring any ideas, concerns or issues to the KRI Operations Manager or Facilities Manager.
- Follow emergency and evacuation procedures
- KRI premises, vehicles, boats and property are Smoke Free
- Follow KRI policies that support your health and safety

8. LEGISLATION:
   All personnel must observe, implement and fulfil the organisations statutory obligations under New Zealand Health & Safety Legislation.

## REPORTING AND MONITORING

Board reporting and monitoring of compliance with this policy will be via the following mechanisms:

- Ensure health and safety is an agenda item at all management meetings
- Reporting of workplace accidents, injuries or near misses to KRI's Board at each meeting
- Inclusion of risks determined to have a 'high' or 'extreme' risk rating on the risks register
- Ensure health and safety is an integral part of all meetings held within the organisation
- Take all reasonably practicable steps to ensure hazards are identified and assessed
- Ensure hazard controls are developed and implemented
- Promote a safe & healthy environment at regattas through regular monitoring
- Commit to the accurate reporting and recording of incidents, injuries and illnesses
- Support employee consultation and participation in health and safety
- Support injured employees to return to work safely as early as possible
- Ensure injured rowers receive immediate attention and medical advice.

## COMPLIANCE

If an employee is found to have not complied with this policy (or any other applicable health and safety requirement), either intentionally or unintentionally, disciplinary or other action appropriate to the seriousness of the non-compliance may be taken. Action may range from verbal or written warning through to dismissal (or in the case of a contractor, termination of the contractor's contract). In the case of a volunteer, removal from their place of work.

If a serious instance of non-compliance with this policy (or any other applicable health and safety requirement) occurs, the KRI Chief Safety Officer will immediately notify the Chair of the Board, and the necessary action will be taken to eliminate, minimise or isolate risk to the KRI, external organisations and to individuals.

## MAINTENANCE OF THIS POLICY

Changes to this policy must be authorised by the KRI Board. This policy will be reviewed and amended, if necessary, at least every three years. The Board may amend the policy at any time that it sees fit.

This policy is due for review September 2028 or earlier as required.

**Chairperson:**

**Dated: August 2025**

