Add Company Logo

**Health and Safety Policy**

Supported through the SafetyCheck Application

As a **Person Conducting a Business or Undertaking (PCBU)**, [Insert Company Name] is committed to providing and maintaining a safe and healthy work environment for all workers, contractors, visitors, and the public, **as far as is reasonably practicable**, in accordance with the Health and Safety at Work Act 2015 and applicable regulations, guidance and codes of practice.

We achieve this by using SafetyCheck to simplify and manage our health and safety obligations.

**Through our health and safety system, we will:**

* Provide and maintain a safe and healthy working environment.
* Ensure all plant, equipment, and work systems are safe for use, with inspection and maintenance records managed through the SafetyCheck Equipment Register.
* Implement safe procedures for the handling, storage, and use of hazardous substances and equipment.
* Provide adequate and accessible welfare facilities (such as toilets, drinking water, and first aid resources).
* Deliver necessary training, supervision, and instruction to workers, tracked through the SafetyCheck Training and Supervision Tools.
* Monitor worker health and workplace conditions, particularly where exposure to dust, noise, or hazardous substances exists.
* Actively engage with workers, using tools like Toolbox Meetings and Observation Cards to encourage participation in improving health and safety.
* Identify overlapping duties with other PCBUs (e.g., subcontractors, site managers) and coordinate responsibilities using shared site access and contractor management tools available in SafetyCheck.
* Ensure work activities do not pose risks to others, including visitors and the public.
* Provide first aid facilities and ensure trained first aiders are available on-site.
* Develop, maintain, and communicate a written emergency plan covering fire, earthquake, hazardous material incidents, and site evacuations, which can be uploaded and accessed through the SafetyCheck website.
* Notify WorkSafe NZ of any notifiable events (serious injuries, illnesses, or incidents), with incident/accident reporting supported through SafetyCheck's Incident & Accident Register.

**Worker Responsibilities**

All workers, contractors, and site visitors are expected to actively contribute to maintaining a safe and healthy work environment. This includes:

**Using the SafetyCheck application** to:

* Sign in and out of each worksite.
* Complete general inductions where required.
* Report risks, incidents or accidents immediately.
* Access and keep up to date with site-specific safety information, emergency procedures, and safety documents.
* Participating in all scheduled toolbox meetings and safety briefings.
* Following safe work procedures and using personal protective equipment (PPE) as needed.
* Reporting any unsafe behaviour, equipment, or work conditions without delay.
* Cooperating with supervisors, managers, and other duty holders to support compliance and safety outcomes.
* Maintaining a fit-for-work standard, including notifying the company if unwell or under the influence of any substance that may impair judgment or performance.

Failure to follow safety procedures or app-related requirements may result in disciplinary action, in line with company policy.

**Commitment to Continuous Improvement:**

[Insert Company Name] will regularly review and improve our health and safety systems and procedures to ensure effectiveness, using insights collected through the SafetyCheck monitoring and reporting features.

**Company Details**

Company Name: [Insert Company/Trading Name]

Officers/Directors: [Insert Name(s)]

Date: [Insert Date]

Signed: [Signature(s)]

Next Review Date: [Insert Date]