



## **AREC Health Safety and Wellbeing Policy**

30 May 2022

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# AREC Health Safety and Wellbeing Policy

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## Introduction

To ensure a safe and healthy working environment, AREC is committed to compliance with the intent of the Health & Safety at Work Act 2015 and associated Codes of Practice and will monitor changes and updates in process and policy in order to ensure that AREC implements best practice standards.

This policy is intended to ensure a healthy and safe environment for AREC volunteers and anyone working with them, and to ensure that any injuries or health issues arising from AREC volunteer activities are reported and responded to appropriately.

The AREC Health, Safety and Wellbeing System (HSW) has been developed to ensure that the Health and Safety requirements of both AREC and other agencies working with AREC are taken into consideration when planning AREC activities

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## Scope

This policy applies to all activities conducted or planned by AREC.

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## Responsibility for Safety

Every AREC member is responsible for their own safety and the safety of those around them.

AREC Response leaders are responsible for including Health and Safety factors in operational planning, and for briefing AREC members on the plan.

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## Basic Principles

The following basic principles apply to all AREC members deployed on AREC operations:

- Comply with legislation and codes of best practice.
- Identify potential hazards in the operational area and take steps to eliminate, reduce, or notify others of the hazard.
- Take responsibility for their own wellbeing and that of people around them.
- Make sure they are competent to carry out a task before attempting that task.
- If in doubt, stop what you are doing, talk with others, seek advice from more experienced people e.g., response leader or person in charge of the overall activity.

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**Health and Safety Plans**

Every plan for an operation or activity conducted by AREC must include consideration of the health and safety factors.

Where an operation or activity involves other agencies, the Health and Safety requirements or plans of that agency must be incorporated into the overall AREC plan.

Health and Safety factors must form a part of the briefing given to deployed AREC members in accordance with the AREC Operational Deployment and Command Policy

Where there are concerns regarding the appropriateness of the Health and Safety plan of a client agency the AREC response leader must raise the matter with the client agency and either stop the activity or, after consultation with the client, follow the default AREC response for that circumstance.

If a situation is not covered by the primary H&S plan the AREC response leader must advise the concern to the agency whose plan is being followed, then follow the AREC H&S process to systematically identify hazard and associated risk and deal with it.

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**Minimum standards**

If there is a conflict between the minimum safety standards of a client agency and that of AREC, the most conservative standard is to be observed unless an agreement to the contrary is reached with the relevant agency.

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**Incident Reporting**

When an unwanted event affecting Health or Safety occurs during an AREC operation, including near-miss situations, the details must be reported to AREC.

Reports must follow the AREC HSW reporting process, or be made by e-mail to [HSW@arec.nz](mailto:HSW@arec.nz)

If requested to do so, a report to the client organisation using their reporting process should also be completed.

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**Improvement of practices**

AREC seeks to continually improve and fine-tune operating practices.

All activities that affect health, safety and welfare outcomes must be the result of a consultative process between AREC Members and AREC Management. This means management must actively consult and members must actively participate in the consultation process.

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