

## **1. Purpose**

Men's Health Trust NZ is committed to providing a safe, healthy, and culturally supportive environment for all individuals engaging with our services.

This policy sets out our approach to:

- Managing health and safety risks
- Preventing harm (physical and psychological)
- Ensuring safe service delivery for children, young people, staff, and family

## **2. Scope**

This policy applies to all related parties, including:

- Board and management
- Staff and contractors
- Volunteers and service delivery partners
- Participants, families, and visitors

Across all environments where services are delivered (including community partner sites-programmes-events-and workplaces) working in collaboration with Men's Health Trust NZ.

## **3. Commitment**

We are committed to:

- Providing safe environments, systems, and practices
- Meeting obligations under the Health and Safety at Work Act 2015
- Embedding a culture of shared responsibility for health and safety
- Aligning health and safety practices with our Child Protection Policy and safeguarding responsibilities

## **4. Principles**

- Health and safety is everyone's responsibility
- The wellbeing of children and young people is a priority
- Risks are proactively identified and managed
- Culturally safe practices underpin all service delivery
- Continuous improvement is embedded through review and learning

## **5. Definitions (Simplified)**

- Harm: Physical or psychological injury or illness
- Hazard: Anything that could cause harm
- Risk: The likelihood that harm may occur
- Incident/Near Miss: An event that caused or could have caused harm

## **6. Roles & Responsibilities**

Board of Trustee's

- Provide governance oversight and ensure policy management in place via CEO
- Monitor health and safety performance in Board meetings
- Support a strong safety culture

CEO / Management

- Ensure systems, processes, and training are in place
- Maintain risk registers and monitor risks
- Ensure compliance with legislation and organisational policies

Service Delivery Staff, Contractors and or Partners

- Take reasonable care for their own safety and others
- Follow all policies and procedures
- Report hazards, incidents, and concerns immediately
- Participate in training and safety practices

Others (Participants, Families, Visitors)

- Follow reasonable instructions
- Act in a way that keeps themselves and others safe
- Report any concerns to service delivery personnel and partners

## **7. Risk Management**

We will:

- Identify and assess hazards across all environments
- Maintain a risk register for programmes and operations
- Implement controls to eliminate or minimise risks
- Regularly review risks and controls

## **8. Incident Reporting & Response**

All incidents, hazards, and near misses must be reported as soon as possible.

In the event of an incident:

- Ensure immediate safety of all individuals
- Seek medical or emergency assistance if required
- Notify CEO immediately
- Record the incident and support follow-up actions

Where required, WorkSafe NZ will be notified in line with legal obligations.

## **9. Child Safety Alignment**

Health and safety practices are closely aligned with our safeguarding approach:

- Safe environments are maintained for children and young people
- Any concerns relating to harm or risk to a child are managed in line with the Child Protection Policy
- Staff are trained to recognise both safety risks and safeguarding concerns

## **10. Training & Awareness**

- All related parties receive health and safety training at onboarding
- Annual training with quarterly refreshers is provided
- Training includes:
  - Hazard identification
  - Incident response
  - Emergency procedures
  - Child-safe environments

## **11. Emergency Preparedness**

We will:

- Maintain clear emergency procedures across all sites
- Ensure access to first aid resources
- Train staff in emergency response
- Support readiness for events such as fire, injury, or natural disasters

## 12. Continuous Improvement

We are committed to ongoing improvement through:

- Regular review of incidents and risks
- Feedback from all stakeholders, internal and external
- Updates aligned to legislation and best practice

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### Policy Review Schedule

This policy will be reviewed annually, or more frequently if significant legislative or organisational changes occur, to ensure ongoing compliance and relevance. Below is the policy review schedule.

**Version:** 20-03-26 [The latest policy version is identified by the most recent review date]

**Last Review Date:** 20 March 2026. Reviewed by CEO

**Board Approved Date:** 23 March 2026

**Next review date:** By 31 March 2027, aligned with the Annual Plan cycle.

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