

Wellbeing and Safety Policy

Approval details

Version number	5	Issue date	June 2026
Approval authority	Chief Executive	Date of approval	June 2026
Policy sponsor (authority to make minor amendments)	Chief Executive	Policy owner	Chief Executive
Contact person	People & Culture Transition and Change Lead	Date of next review	N/A

Amendment history

Version	Effective date	Created/reviewed by	Reason for review/comment
1	1 April 2020		Initial version (Health and Safety)
2	2 November 2021	Director People and Culture	Replaces Health and Safety Policy. Simplify the clear policy requirements for W&S at Te Pūkenga, recognising further procedure and policy development over the course of the past year; thereby, no longer needing such a comprehensive 'one' policy
3	5 April 2023	Wellbeing and Safety Director	Shift towards a principles-based, national policy that encompasses the wide range of Te Pūkenga people, places and activities.
4	6 November 2024	Wellbeing and Safety Director	Minor changes to 2.1 d) and k)
5	June 2026	Wellbeing and Safety Director/People and Culture Transition and Change Lead	Minor amendments to reflect change of name from Te Pūkenga to New Zealand Institute of Skills and Technology and change of responsibility from Wellbeing and Safety Director to People and Culture Transition and Change Lead.

Audience

The Wellbeing and Safety Policy applies to our kaimahi (workers),¹ ākonga (learners), visitors to our work, learning, social and living places, and to people affected by our activities.²

Scope

The scope of the Wellbeing and Safety Policy is the physical and psychological wellbeing and safety aspects³ of our work, learning, social and living activities and places.

¹ The term 'kaimahi' is consistent with the meaning of worker in the Health and Safety at Work Act 2015, s 19, in that it encompasses employees, contractors and sub-contractors, apprentices and trainees, volunteer workers, people on work experience, and so on.

² The places and activities referred to in this document are those where NZIST exercises a degree of influence and control as a PCBU (Person Conducting a Business or Undertaking).

³ Wellbeing is defined as feeling good and functioning well. Safety is defined as the presence of capacities.

1. Purpose

- 1.1. The purpose of the Wellbeing and Safety Policy is to outline our collective commitment to the wellbeing and safety of our New Zealand Institute of Skills and Technology (NZIST) community: kaimahi (workers), ākonga (learners), visitors and people affected by our activities.
- 1.2. NZIST intranet (Te Whare) contains material, such as procedures, directives, safety alerts, guidelines and diagrams, that provides information on how the principles are brought to life in our work, learning, social and living places.

2. Principles

- 2.1. We will set things up to go well by (so far as reasonably practicable):
 - a) Having safe and healthy work, learning, social and living environments that place the focus on people's wellbeing and demonstrate our organisational values.
 - b) Using Te Pae Māhutonga and Te Whare Tapa Whā to structure and guide our wellbeing and safety management system and practices.
 - c) Complying with relevant legislation and codes, such as the Health and Safety at Work Act 2015 and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021, and conforming to relevant standards, guidelines and good practice.
 - d) Making good decisions about wellbeing risks and safety risks and taking advantage of our strengths and opportunities.
 - e) Sharing the responsibility and leadership for wellbeing and safety through consultation, cooperation and coordination (while acknowledging NZIST may, at times, have ultimate responsibility).
 - f) Reporting on our wellbeing and safety performance to relevant parties, including governance and senior leadership, kaimahi, ākonga and external organisations, to meet internal and external reporting requirements and enable good decision-making.
 - g) Being competent at carrying out our activities through access to information and having sufficient training, experience, supervision and monitoring.
 - h) Having sufficient, fit for purpose clothing, equipment and places.
 - i) Communicating up, down and across our organisation on wellbeing and safety matters.
 - j) Being accountable for our actions, recognising good practice and acknowledging success.
 - k) Enabling kaimahi and ākonga to be empowered, engaged and represented.
 - l) Preparing for and responding to emergencies and incidents and learning from practices and events.
 - m) Learning from our failures and successes and sharing what we have learned.
 - n) Supporting the return to work and learning of injured and/or ill kaimahi and ākonga.
 - o) Continually improving our wellbeing and safety performance.