



# **DNZ**

## HS05-01 Leadership, Engagement and Participation

Relating to Standard: HS05 Leadership, Engagement and Participation

December 2018

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# 1 Background and Purpose

DNZ wants open and honest consultation with all workers ensure it maintains an effective Health and Safety (H&S) culture and to ensure our people support our desire for a Zero Harm Culture across DNZ workplaces.

DNZ is committed to allowing all workers an opportunity to participate in workplace H&S and to ensure consultation and engagement between DNZ and its people in managing H&S issues.

## 2 Scope

The H&S consultation process applies to all people in DNZ including temporary and fixed term employees and suppliers.

## 3 Procedure

### 3.1 Leading H&S in DNZ

DNZ recognises the important role Leadership plays in the development of a safe culture and in demonstrating the right behaviours to achieve its H&S goals. The DNZ Board and Executive Leadership Team will review H&S performance each month and all officers will undertake their due diligence duties as described in the Health and Safety at Work Act 2015 (HSWA).

Our H&S Policy defines our intent and sets the commitment of leadership to H&S. It should guide our leadership decisions.

Our people leaders will be provided training in leading H&S, as defined in the training and competency procedure (HS07-01) and are expected to demonstrate H&S leadership when instructing, directing, supervising or coaching their people.

### 3.2 Engagement and Participation

DNZ wants to ensure that all its employees and workers have the opportunity to participate in discussions relating to H&S. Where DNZ controls the environment it will ensure representation of all workers present. Where it does not, it will ensure its arrangements with other organisations include this requirement.

DNZ will develop a series of H&S committees, including a Group H&S Committee based on its divisional structure, facilities size and geographical location that provides for representation of all employees and accounts for the workers of supplier organisations where it makes sense to do so.

Each H&S Committee will be given the opportunity to contribute to the development of H&S processes and will be encouraged to play a strong part in the promotion of H&S.

## 3.3 DNZ H&S Committee Structure and Purpose

### Health & Safety Governance Committee

DNZ will form an H&S Governance Committee made up of representatives from the, Executive Leadership Team, Chairs of the Divisional committees and Group Manager H&S. This Group Committee will play a governance role in supporting H&S across DNZ, including playing a part of the development of the annual H&S plan, the review of progress to plan and reviewing the performance of DNZ annually. It provides a direct line of sight and interaction for H&S Representatives to the Executive and Officers of DNZ.

The H&S Group Committee structure will be as follows:

- Chair – Chief Executive
- Executive Representatives
- Group Manager – Health and Safety
- Divisional Committee Chairs
- Other invitees as required.

This group will meet at least quarterly, with a minimum of 4 weeks' notice of a meeting provided to ensure attendees the best chance of being able to attend. A Charter will be developed for this Committee, by the Group Manager – Health and Safety and this charter will be ratified by the Committee itself. The charter will include a set agenda, scope and operating rules of the committee.

Broadly the members of this group will be committed to ensuring:

- The recognition of achievements and success with Health and Safety across DNZ.
- Overviewing DNZ wide H&S initiatives.
- Being proactively involved in the analysis of H&S trends, to assist in the targeting of DNZ-wide activities.
- The consultation and communication of H&S Policies, Standards and Procedures, including the provision of feedback prior to them being approved.
- The roll-out and continued support of DNZ's value of Be Safe.
- The discussion and resolution of any group-wide issues or matters that may not have been resolved at a divisional or local Committee level.
- Contributing information into the H&S Plan.
- Input into auditing, including support for or commentary on the organisation's application for the ACC WSMP Programme.

## Divisional & Location Committees

In each operating Division there will be an Operational H&S Committee with a structure designed to provide for representation of all its workers. The purpose of this committee is to focus on the H&S performance, critical risk management and compliance within the divisions and to ensure there is clear engagement from all staff on these issues.

As well as these divisional committees, committees will exist for a number of physical locations. The purpose of these committees will be to manage the risks associated with these environments and the people that operate within them. These location Committees also provide a strong promotional element to H&S, with a focus on engaging our people and recognizing achievement in the area of H&S.

Each H&S Committee will be given the opportunity to contribute to the development of H&S plans, including objectives, timeframes and allocation of resources. DNZ will also provide each H&S committee with the necessary tools and resources required to perform their role and achieve their objectives.

Each H&S committee will in turn develop their standard agenda, to include:

- The review of all relevant H&S information including,
- Incident and near-miss reporting
- Review of DNZ H&S Policy, Standards and Procedures (when required)
- Review of progress against H&S plans
- Individuals to raise items of concern from non-participating workers or the area they represent including,
- The control of risks or hazards
- Communicating concerns relating to H&S activity
- Activity to promote H&S within the areas they represent.

Each H&S committee will support the implementation of the HSMS and processes along with recognising, reinforcing and rewarding desired safety behaviours.

Each H&S Committee will ensure all workers have an opportunity to participate in H&S via their H&S representative or by any other appropriate means.

H&S representatives will be trained as appropriate and provide advice and guidance to employees and workers as required on H&S matters.

Divisional Committees will exist for (as a guide):

- DNZ International Company Limited
- DNZ Travel Limited

Location Committees will exist for:

- DNZ Office

The membership of the divisional and location committees will be chartered within each of their charter documents and for practical purpose this will be in line with the 1:19 ratio set out in the H&S Regulations.

## 3.4 Terms of Office

A H&S Representative for any DNZ Committee will hold a term of 3 years unless:

- The employee resigns as an H&S Representative. In this instance written notice must be given to the defined people leader.
- The person ceases to be an employee in the work group in which they were nominated or elected for.

A H&S Representative may be re-nominated for election.

## 3.5 Training

Our H&S Representatives will be provided training as defined in Health and Safety at Work (Worker Engagement, Participation, and Representation) Regulations 2016 (Schedule 1 Part 1) and this training will be included in the training and competency matrix as covered in procedure HS07-01.

# 4 Responsibilities

### Chief Executive

- Chairs the Health & Safety Governance Committee
- Enabling opportunities for workers to participate effectively in contributing to and improving matters in relation to H&S.
- Enabling a process for engaging with workers in good faith on H&S matters, such as:
- Consultation on proposed work place H&S related changes
- H&S practices, policies and Standards used and any proposed changes.
- Ensuring that the process for engaging with workers in good faith on H&S matters is working effectively.

### Divisional Managers

- Participating in their Divisional H&S Committee.
- Allowing each member of the H&S Committee as approved, to spend the time that is necessary to attend meetings of the Committee and carry out specific functions as a member of the Committee.
- Making available any approved resources, facilities or assistance to enable H&S Representatives to undertake their role.
- Addressing any actions or issues that may arise as a result of Committee meetings, and working with the H&S Representative in relation to any identified risks.

### Managers

- Allowing each member of the H&S Committee as approved, to spend the time that is necessary to attend meetings of the Committee and carry out specific functions as a member of the Committee.
- Making available any approved resources, facilities or assistance to enable H&S Representatives to undertake their role.
- Addressing any actions or issues that may arise as a result of Committee meetings, and working with the H&S Representative in relation to any identified risks.

## Health and Safety Representatives

- Representing Workers in their defined work group in good faith in matters relating to H&S.
- Promoting positive H&S management within their defined work group.
- Notifying the defined People Leader and bringing to the H&S Committee risks identified in the place of work, and agreeing ways that the identified risk(s) may be dealt with. Note: Items presenting an immediate risk to Employees and Contractors must be brought to the attention of the appropriate People Leader immediately.
- Participating in H&S audits as required.
- Attending meetings where required and being involved in Committee related activities.
- Undertaking prescribed training in accordance with the Approved Code of Practice.
- Maintaining confidentiality around personal or other information that is not directly linked to H&S and which may be encountered while undertaking their duties.
- Ensuring that their H&S Committee has a National H&S representative designated to sit on the Group H&S Committee.

## Group Manager – Health and Safety

- Providing coaching and support in relation to the Leadership, Engagement and Participation Standard and Procedure.

## Human Resources

- Providing coaching and support in relation to the Leadership, Engagement and Participation Standard and Procedure.

## Workers

- Notifying their Manager, the H&S Committee and/or Representatives of any H&S risks/hazards identified in the place of work.
- Putting forward any ideas for safety improvements to the H&S Committee or Representatives.

# 5 Other Information

- HSWA and accompanying Regulations.
- H&S Definitions (HS01-01-01).
- Full table of Procedures (HS01-01-02).
- Leadership, Engagement and Participation Standard (HS05).

# 6 Document Control

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