

# He Korowai Tāwharau

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*Health and Safety Handbook*

**Mana Ātea**

TIKANGA-LED SUPPORT



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# He mihi maioha

## ***Ngā mihi maioha ki a koutou katoa***

This *pukapuka*, *He Korowai Tāwharau*, is a cloak of protection that guides us in keeping ourselves, our Poumahi (colleagues), and our place of mahi safe.

Within this *korowai*, you'll find:

- Kawa (policies) and Tikanga (processes) to manage risks and keep us all *haumaru* (safe).
- Steps for reporting hazards, emergencies, and incidents.
- Your responsibilities and how we support you to *noho haumaru* (stay safe) and well.

Like a *korowai*, these kawa wrap around us, offering care and protection as we mahitahi (work together).

Please take time to read, understand, and use this guide to keep yourself and others safe every day.

***Kia tūpato, kia haumaru, kia ora tātou* – be careful, stay safe, and let us all thrive.**

Āku mihi nui,



Rangi Pouwhare  
Poumanukura  
Mana Ātea



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# He Aho Whakatātaki | Introduction

## He waka eke noa

*We are all in this together*

### 1.1 Hauora me te Haumarutanga | Health and Safety in the Workplace

At Mana Ātea, we are committed to doing everything possible to make sure you have a safe and healthy place of mahi.

### 1.2 Kaupapa | Purpose of He Korowai Tāwharau

He Korowai Tāwharau outlines:

**Guidelines for Safe Mahi:** The guidelines help keep you and the whānau we awhi safe and healthy. They provide important instructions to help everyone stay safe at mahi.

**Everyone's Responsibility:** Keeping the place of mahi safe is everyone's job. He Korowai Tāwharau applies to everyone who is involved in mahi with Mana Ātea. Please take time to read it and follow the safety guidelines.

**Poumahī Responsibility:** Mana Ātea takes health and safety seriously. If you do not follow the safety guidelines in He Korowai Tāwharau, there may be consequences, which could include ending your mahi if necessary. You are responsible for:

- Following all health and safety rules in He Korowai Tāwharau.
- Following any other health and safety instructions you are given.
- Avoiding actions that could put your safety, or the safety of others at risk.

### 1.3 Kōrero Whānui | General Information

Updates to He Korowai Tāwharau may be made from time to time.

He Korowai Tāwharau is not part of your employment contract, unless specifically stated, however it helps guide your rights and responsibilities at mahi.

Mana Ātea welcomes and encourages feedback. If you have suggestions for improving health and safety, please share them with us at any time.

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## 1.4 Ngā Mātāpono | Our Principles

Our Mātāpono wraps around everything we do, to tautoko our behaviours and stay true to our Tikanga.

We mahi with compassion, respect, and a commitment to mana motuhake for whānau.

We uphold our mātāpono:



### Mana Tangata

*Whānau we awhi are at the centre of everything we do*



### Mana Whānau

*We listen and respect the voice of whānau*



### Mana Kotahitanga

*We work together with a collective and holistic approach for whānau*



### Mana Mātauranga

*Whānau are informed, supported and empowered*

## Noho Hauora me te Tāwharau | Keeping you Safe and Healthy at Mana Ātea

### Tāwharautia koe i roto i ō mahi katoa

*Protect yourself in all that you do*

At Mana Ātea, keeping everyone – our team (Poumahi) and our manuhiri (visitors) – safe and healthy is super important. We all work together to make the place of mahi safer by sharing ideas and talking about health and safety.

Here's what we're committed to:

- **Following the rules:** We stick to the Health and Safety at Work Act 2015, and all other rules that apply.
- **Safe Environment:** We make sure the place of mahi is safe and free from risks.
- **Safe Work Systems:** We set up systems that help protect everyone's health and safety.
- **Strong Leadership:** The Poumahi you report to know their health and safety responsibilities and take them seriously.
- **Safe Handling:** We make sure equipment, substances, and structures are handled and stored safely.
- **Wellbeing Facilities:** We provide facilities for health and safety at mahi.
- **Support and Wānanga:** We provide wānanga and guidance you need to stay safe and healthy.
- **Risk Protection:** We help everyone stay protected from risks by providing the right supervision and training.
- **Health and Safety Checks:** We regularly check both your health and safety and the place of mahi to prevent injuries and illness.

Our main goal is to *stop hazards* before they happen.

We will create a Health and Safety Plan to manage risks and improve safe practices at mahi at Mana Ātea over time.

# Ngā Kawenga Hauora me te Tāwharau | Health and Safety Responsibilities

## Kei tēnā, kei tēnā anō tōna ake mana whakahaere

*Each individual carries their own mana and responsibility*

### 4.1 Whakatātaki | Introduction

At Mana Ātea, everyone plays a part in keeping our place of mahi safe and risk-free. This is about supporting each other so we can all mahi in a healthy environment. Together, we aim to make health and safety a natural part of our team mahi.

### 4.2 Tō Mana Whakahaere | Your Responsibilities

As a valued Poumahi of Mana Ātea, here's how you can help keep our place of mahi safe:

- **Only do what you're trained for:** Do mahi that you feel comfortable, and qualified to handle. If unsure, ask for help.
- **Look after yourself and others:** Please take care to mahi safely, keeping your own well-being and that of your team mates in mind.
- **Follow health and safety guidelines:** Mahi with everyone and adhere to safety instructions.
- **Use safety gear correctly:** Wear and maintain safety gear when needed.
- **Report incidents:** Let us know about any injuries so we can help you.
- **Kōrero about your health needs:** Let the Poumahi you report to know about any health issues that might affect your mahi.
- **Identify and report risks:** If you see something unsafe, kōrero mai.
- **Use safe tools:** Only use equipment that is safe and ready to go. Report any issues.
- **Fix minor issues if safe:** If you can safely address small problems, do so and inform someone.
- **Participate in safety activities:** Join in safety activity reviews and inspections. Your involvement matters.
- **Support recovery plans:** If returning from an injury, we'll help create a suitable recovery plan.
- **Check equipment regularly:** Make sure all tools and equipment are in good working order.
- **Stay focused:** Avoid substances that could impair your safety and concentration.
- **Come prepared:** Arrive ready to mahi safely. If you're not feeling up to it, let us know so we can help.

## Mahi Tahi | Working Together

**Kotahi te aho ka whati, ki te kapuia e kore e whati**

*One strand of flax is easy to break. many strands together stand strong*

### 5.1 Whakatātaki | Introduction

At Mana Ātea, we believe that staying connected and open with everyone is key to maintaining a safe and supportive place of mahi. If health and safety issues affect you or your mahi, we'll ensure you have a way to get involved and be heard. We're here to listen, learn, and mahi tahi to keep everyone safe.

### 5.2 Tō Mana Whakahaere | Your Responsibilities

As a member of the Mana Ātea whānau, your participation in health and safety kōrero is important. Here's how you can contribute:

- **Know how we engage:** Be aware of the ways we kōrero about health and safety at mahi.
- **Participate safety reviews:** Join in as we review and develop safe mahi procedures, bringing your insights and experiences.
- **Share your concerns:** If something's on your mind, whether it's a small concern or a big one, please kōrero with us.
- **Help with incident reviews:** Your input during incident reviews helps us learn and improve.
- **Sign in to sessions:** Record your attendance at health and safety kōrero or forums.
- **Make hui records available:** Make sure that hui minutes or records are available to everyone, so we're all informed.

### Tangohanga Matua | Key Takeaways

- Open kōrero.
- Know your mahi.
- Participate actively.
- Stay informed.

**Anō nei te Pōhutukawa e whātoro ana i ūna here me kaha tonu tātou**

*Just as the Pōhutukawa seeks out the roots of its kind we must stay together to be strong*

## 6.1 Whakatātaki | Introduction

At Mana Ātea, keeping everyone safe is our top priority. Hazard management involves identifying things in our place of mahi that could cause harm, and then figuring out what we need to do about them. Once we recognise these hazards, we can create a plan to manage them safely.

## 6.2 Mana Ātea Mana Whakahaere | Our Responsibilities

At Mana Ātea, we're committed to making our place of mahi safe. Here's what we do:

- **Find hazards:** We regularly look around our place of mahi for anything that could be dangerous. We also check reports of any hazards and keep track of past injuries to see if there are patterns we need to address.
- **Understand the risks:** For each hazard we find, we think about how serious it is and what kind of harm it might cause. This helps us decide what action to take.
- **Control the risks:** When possible, we take steps to remove or reduce the risk. Our goal is to make the place of mahi as safe as we can.
- **Keep checking:** We regularly review the actions we've taken to make sure they're still working well. If we need to make changes, we do.

If we find a hazard that needs a specific plan to keep it under control, we'll create a guide ensure everyone in handling it safely.

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### 6.3 Tō Mana Whakahaere | Your Responsibilities

As you go about your mahi, you might notice things that could be risky. Here's how you can help keep everyone safe:

- **Act right away if you can:** If you see something unsafe and it's safe for you to correct it, please go ahead and take care of it. Small actions can prevent big problems.
- **Report hazards you can't fix:** If you spot something that needs attention but you can't fix it yourself, let the Poumahi you report to know as soon as possible and fill out a *Hazard Report Form*. We can work together to handle it.
- **Share your concerns during inspections:** When someone is checking the place of mahi for safety, feel free to mention any safety concerns you have. Your insights are important.

At Mana Ātea, we value everyone's input on safety. You'll have opportunities to share your ideas and help find solutions for health and safety issues that affect you. We take feedback seriously to make sure our place of mahi is safe for all.

### Tangohanga Matua | Key Takeaways

- Safety first.
- Identify hazards.
- Ongoing review.

## Whakatika te hē | Making Things Right

### Me mahi tātou mo te ūranga o te katoa

*We must work together for the wellbeing of all*

#### 7.1 Whakatātaki | Introduction

At Mana Ātea, we do our best to keep everyone safe and prevent any incidents or injuries in the place of mahi. However, if something does happen – like an accident, injury, or a near miss – it's important that we record it properly. This helps us in case it's needed for an accident compensation claim, and it also helps us identify any ongoing safety concerns or areas where we can improve.

#### 7.2 Mana Ātea Mana Whakahaere | Our Responsibilities

Mana Ātea is here to support you if an incident occurs. Here's how we'll help:

- **Keeping records:** We'll maintain a *Rēhita Āwhina* (*First Aid Treatment Log*) to document any injuries or illnesses that happen at mahi. The Poumahi you report to will make sure each incident is recorded accurately.
- **Arranging medical help:** If you're injured or become ill at mahi, we'll get you the care you need. In an emergency, we'll call an ambulance right away. If it's not an emergency, we'll arrange for you to get a doctor or provide First Aid at mahi.
- **Investigating incidents:** When there's a work related injury or illness, we'll investigate within 24 hours to understand what happened and how we can prevent it from happening again.

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### 7.3 Tō Mana Whakahaere | Your Responsibilities

If you experience or witness an incident, injury, or near miss at mahi, here's what to do:

- **Report it right away:** Let the Poumahi you report to know as soon as possible and fill out *Whakatika te Hē (Incident Report)* form. Try not to move or change anything at the scene unless it's necessary to help someone or if the Poumahi you report to gives you permission.
- **Log minor injuries:** If you have a minor injury that only needs First Aid, record the details in the *Rēhita Āwhina (First Aid Treatment Log)*.
- **Seek medical treatment when needed:** If you need medical attention while at mahi, the Poumahi you report to will help arrange it. If your injury or illness gets worse while you're away from mahi, please see a doctor as soon as possible.
- **Provide a doctor's certificate if needed:** If you've had an injury or illness that required medical treatment, bring a certificate from your doctor showing you're fit to return to mahi.

### Tangohanga Matua | Key Takeaways

- Record all incidents, injuries or near misses.
- Report incidents immediately.
- Seek medical treatment when necessary.
- Provide a doctor's certificate to return to mahi.

# Mahere Ohorere | Emergency Plans

**Me mahi tahi tātou mo te ūranga o te katoa**

*We should work together for the wellbeing of everyone*

## 8.1 Whakatātaki | Introduction

At Mana Ātea we do everything we can to prevent emergencies, however, sometimes unexpected situations (like a fire for example) may happen. If an emergency does occur, following these steps will help keep everyone safe. Please make sure you're familiar with the fire and evacuation procedures in your place of mahi and know what to do in case of an emergency.

## 8.2 Tō Mana Whakahaere | Your Responsibilities

### i. Ahi | Fire

If you discover a fire:

- Alert others nearby to the fire.
- Help whānau who may not be able to assist themselves.
- Activate the fire alarm and call '111', for emergency services.
- Try to contain or put out the fire, *only if it's safe*. If not, follow the evacuation plan for the place of mahi.

Remember, *never risk your safety* to protect or help others.

### ii. Wehenga ohorere | Emergency evacuation

If an evacuation is required:

- Follow instructions from emergency team or fire wardens.
- Exit the building through the nearest designated exit.
- Go to the assembly area and wait for further instructions.
- During an evacuation, *stay calm*.
- *Do not* run, crowd exits, or carry personal belongings.
- *Do not* re-enter the building until it's declared safe.

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### iii. Rū whenua | Earthquake

If an earthquake happens:

- Drop, cover and hold onto sturdy furniture.
- Stay away from windows, glass or loose furniture.
- After the shaking stops, *stay inside* until the Poumahī you report to advises it's safe to leave.
- If there's a fire alarm or you see a fire, follow the fire evacuation process.

Remember, *never risk your safety* to protect or help others.

### iv. Aitua waka | Motor vehicle accidents

If you're involved in a vehicle accident during mahi:

- Stay in the vehicle unless it's safe to exit.
- Call emergency services if needed.
- Get First Aid if you're injured and help others if it's safe to do so.
- Warn approaching vehicles to prevent further accidents if you can.
- Record details of all vehicles, drivers, witnesses and take photos of the scene.
  - Record the names and addresses of as many witnesses as possible, and take photos of the accident scene and damage sustained to any property, and
  - Give your name and address, the registration number of the vehicle and the name of the insurance company to any person having reasonable grounds for requiring such information. Do not give any further information.

Afterwards:

- Notify the Poumahī you report to as soon as possible and complete *Whakatika te hē (Incident Report Form)*.
- Log any injuries in the *Rēhita Āwhina (First Aid Treatment Log)*.
- Report any incident within 24 hours, no matter how minor.
- For serious accidents, you must also *notify the police*.

### Tangohanga Matua | Key Takeaways

- Know the fire and evacuation procedures.
- If you find a fire alert others, help others, activate fire alarm and call emergency services.
- During evacuation follow instructions from fire wardens.
- In an earthquake drop, cover and hold onto furniture.
- If you are in a vehicle accident stay in the car unless it's safe to leave.
- After an accident report it to the team.
- For serious accidents call the police.

### Paiheretia te āwhina

*Bringing aid and help together*

#### 9.1 Whakatātaki | Introduction

First Aid is the immediate care given to someone who's sick or injured. At Mana Ātea, we're committed to ensuring that First Aid support is always available to provide quick and effective help when needed. The goal is to reduce the impact of any injury or illness as much as possible.

#### 9.2 Whakatātaki | Our Responsibilities

One important aspect of health and safety in the place of mahi is ensuring that we are prepared to handle any medical emergencies. Here's what we will do:

- **Provide wānanga:** We will make sure all Poumahi receive wānanga in basic First Aid and cardiopulmonary resuscitation, so they know how to help in emergencies.
- **Maintain First Aid kits:** We will regularly check and restock our First Aid kits and ensure they have all the necessary supplies.
- **Create Emergency Plans:** We will develop clear procedures for responding to medical emergencies, including evacuation routes and emergency contacts.
- **Conduct regular drills:** We will organise practice drills to ensure everyone knows how to respond in case of a medical emergency.
- **Document incidents:** We keep records of any First Aid incidents, including treatments provided and follow up actions taken.
- **Promote Awareness:** We encourage a culture of safety by informing Poumahi about the importance of First Aid and how to access First Aid resources.
- **Review and Improve:** We regularly assess and update our First Aid tikanga and wānanga based on feedback and any incidents that occur.

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### 9.3 Tō Mana Whakahaere | Your Responsibilities

Mana Ātea provides the resources needed for First Aid, but everyone has a role in helping keep these resources ready and available. Here's how you can help:

- Know your emergency plans and how to access First Aid.
- Familiarise yourself with the names and contact details of the First Aid team in your place of mahi.
- Seek First Aid if it could reduce the severity of a work-related injury or illness, or if the Poumahi you report to asks you to.
- Inform the Poumahi you report to about any injury or illness and log any First Aid treatment in the *Rēhita Āwhina (First Aid Treatment Log)*.
- Leave the First Aid items in its place unless it is needed in an emergency.
- Only Store First Aid items in the kit – no personal or over the counter medicines.
- Let the Poumahi you report to know if First Aid supplies are running low or need restocking.
- Leave any First Aid records in the kit or facility. don't remove them.

### 9.4 Whakautu Urupare | Responding To An Incident

If you need to call an ambulance, provide clear and simple information, including the injured person's location and the severity of their condition.

### Tangohanga Matua | Key Takeaways

- First Aid reduces the impact of injuries or illnesses.
- Know emergency plans, seek First Aid when needed.
- Keep First Aid stocks up to date.
- In an emergency call an ambulance.

## Whakapakari | Health and Safety Training

**Ka rongo, ka wareware. ka kite ka mahara. ka hangaia, ka mārama ahau**

*I hear, I forget. I see, I remember. I do, I understand*

### 10.1 Whakatātaki | Introduction

At Mana Ātea, we care about your health and safety. We provide wānanga to help show you some of the risks you might face and how we keep you safe.

Before you start any mahi that could be risky, we want to make sure you've had the right wānanga and support to do your mahi safely.

### 10.2 Tō Mana Whakahaere | Your Responsibilities

Here's what you need to do for Health and Safety wānanga at Mana Ātea:

- **Complete your training:** Make sure you finish the required health and safety training, including Nau Mai Haere Mai and emergency training.
- **Be ready for your mahi:** Make sure you feel confident and prepared to do your mahi safely after your wānanga.
- **Keep learning:** Join any ongoing wānanga we offer to help you keep your skills up to date and stay safe at mahi.
- **Share your qualifications:** Give us copies of any licences or approvals you have that are needed for your mahi.
- **Stay current:** Keep your licences and qualifications up to date, and tell us if anything changes.

We're here to help you, so if you have questions or need support, please ask.

### Tangohanga Matua | Key Takeaways

- Mana Ātea provides wānanga to keep you safe.
- Complete required wānanga.
- Participate in ongoing wānanga.
- Keep qualifications current.

## Whakataunga Take | Health and Safety Issues Resolution

### He au kei uta e taea te karo, he au kei te moana e kore e taea

*Learn to spot signs of danger*

#### 11.1 Whakatātaki | Introduction

At Mana Ātea, we know that health and safety issues can come up anywhere at mahi. Most of the time, we can fix the issues right where they happen.

When you notice a health and safety issue, it's important that everyone mahitahi to find a quick and appropriate solution.

Anyone can let others know about an issue related to:

- Work done at the place of mahi, or
- How Mana Ātea operates.

When you bring up an issue, make sure to clearly explain what the problem is to the Poumahi you report to. Everyone should put in the effort to find a solution that works for all.

#### 11.2 Mana Ātea Mana Whakahaere | Our Responsibilities

Mana Ātea wants to make sure you understand how to resolve issues. We will:

- Help everyone know the steps for solving problems.
- Make sure all issues are dealt with quickly and effectively.

If a problem isn't resolved straight away, we will talk with everyone involved to help find a solution. We will consider:

- How the issue affects Poumahi and others.
- How many people are affected and where they are.
- What steps we need to take to fix the problem.
- Who will carry out the solutions.

We will ensure the person representing Mana Ātea knows about the issue and has the authority to make decisions.

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### 11.3 Poumahi Mana Whakahaere | Leadership Responsibilities

If you report a health and safety issue, the Poumahi you report to will make sure you fill out a *Hazard Report Form* or *Whakatika te he (Incident Report Form)*. If the issue can't be solved right away, or if a solution can't be found after having a kōrero with everyone, we will take it to the next level.

### 11.4 Tō Mana Whakahaere | Your Responsibilities

We encourage you to try to solve small health and safety problems at the source, if it's safe for you to do so.

If you can't fix it yourself, please kōrero to the Poumahi you report to about it. We want to solve health and safety issues as quickly and effectively as possible.

### 11.5 Whakataunga | Issues Resolution Outcomes

When we solve an issue, we will keep track of what the problem was and how we fixed it. This helps us identify any risks in the future and work to prevent them.

If everyone agrees on how the issue was resolved, we can write it down in an agreement. This will:

- Clearly show what was decided.
- Be shared with everyone involved if they choose.

If a problem still isn't resolved help from the regulator can be requested. They can send someone independent to assist, no matter what we think about the effort made to solve the issue.

### Tangohanga Matua | Key Takeaways

- Health and safety issues should be reported immediately.
- Everyone should mahitahi to find solutions.
- If you cannot solve a health and safety issue, report it.

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## Kōrero Whānui | General Workplace Procedures

### Whiria ngā kōrero

*Weave the words and procedures together*

#### 12.1 Whakatātaki | Introduction

In addition to the specific kawa and tikanga we've talked about in *He Korowai Tāwharau*, there are some easy things we can all do every day to keep our place of mahi safe and healthy.

#### 12.2 Whānui | General

Poumahī need to make sure:

- There is no change or removal of any equipment or safety devices (like PPE) without getting permission from the Poumahī you report to.
- Follow all safety signs, kawa and tikanga.
- If someone is affected by alcohol or drugs they will not be allowed at the place of mahi.
- Make sure you wear and use any PPE and clothing that are provided for your safety whenever it's needed.

#### 12.3 Tiaki Whare | Housekeeping

Keeping our place of mahi clean and organised is really important for safety. The Poumahī you report to should help keep things tidy by:

- Making sure emergency exits and walkways are clear.
- Keeping aisles and mahi areas free from clutter to avoid slips, trips or falls.
- Putting rubbish in the bins provided.
- Keeping all mahi areas and shared spaces clean and neat.

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## 12.4 Akuaku | Hygiene

If you have any cuts or burns, make sure to cover them with first-aid dressing.

If you are feeling sick with an infectious disease, please don't come to mahi without getting the okay from the doctor.

If you come in to contact with someone who has an infectious disease, let the Poumahi you report to know before you start mahi.

## 12.5 Whakapakari mo te Mahi | Fitness for Work

It's important that everyone comes to mahi fit and ready. This means you shouldn't be tired, and you shouldn't be under the influence of drugs (whether they're illegal, prescribed, or over the counter) or alcohol.

If you're worried about your own safety, or that of other Poumahi because someone doesn't seem fit for mahi, you need to let the Poumahi you report to know.

If you show up for work and the Poumahi you report to think you're not fit to mahi safely, we may have to ask you to leave for the day. This is to keep everyone safe. We'll look into the situation, and depending on what we find, it could lead to a kōrero about your mahi at Mana Ātea.

You may need to bring a note from your doctor saying that you're fit to return to mahi before coming back.

### Tangohanga Matua | Key Takeaways

Follow safety signs, kawa and tikanga at all times.

- Keep mahi area clean and organised.
- If sick with an infectious disease, do not come to mahi.
- Ensure you are fit for mahi, do not come tired, or under the influence of drugs or alcohol.

## Te Aho Mauri | Mental Health

### Kia tū kia puawai

*Stand tall with confidence*

#### 13.1 Whakatātaki | Introduction

At mahi, we can face challenges that might affect our mental health. These challenges can lead to feelings of stress or anxiety. They can come from things like:

- The mahi environment.
- Complex or difficult mahi.
- The way we interact with each other.
- Dealing with upsetting or violent situations.
- The approach of awhi we use.

Mana Ātea cares about your mental well-being. We want to do our best to reduce any risks to your mental health and help you feel supported.

#### 13.2 Tō Mana Whakahaere | Your Responsibilities

It's important for everyone at Mana Ātea to work together to keep our mental health in check. Here's how you can help:

- **Learn about our awhi:** Make sure you understand how we awhi mental health at mahi. This information should be included in *Nau Mai Haere Mahi*.
- **Know the rules:** Familiarise yourself with our kawa and tikanga that help us protect mental health at mahi.
- **Understand your mahi:** Make sure you know what your mahi is and that it suits your skills and experience.
- **Get the right training:** You should have all the wānanga and tools you need to do your mahi safely.
- **Participate:** Join in kōrero about health and safety, especially those focusing on mental health and well-being.

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- **Be aware:** Understand what could affect your mental health and know how to report any risks.
- **Follow safety steps:** Stick to the safety procedures to protect yourself and others, including mental health rules.
- **Report issues:** If you notice anything that could harm you or someone else's mental health, kōrero right away. This includes any bullying or harassment.
- **Ask for feedback:** Make sure you're getting regular feedback on how you're doing at mahi.

In addition to this Mana Ātea has an Employee Assistance Programme (EAP). This is a confidential service for all Poumahī. To access EAP contact Marino Sherwin on mobile number. 021 148 7033.

#### **Tangohanga Matua | Key Takeaways**

- Understand Mana Ātea approach to supporting mental health.
- Participate in wānangaabout mental health and wellbeing.
- Report any mental health risks, including bullying or harassment.

## Whanonga Wero | Challenging Behaviour

**He aroha whakatō, he aroha puta mai**

*If kindness is shown then kindness you will receive*

### 14.1 Whakatātaki | Introduction

Sometimes, you may mahi with whānau we awhi or Poumahī who have challenging behaviours. Our aim is to make sure these situations are managed safely and respectfully.

### 14.2 Mana Ātea Mana Whakahaere | Our Responsibilities

We are committed to keeping everyone safe and supported. Here's what we'll do to help:

- Create procedures to guide you in handling challenging behaviour.
- Review practices to reduce the chance of situations escalating.
- Provide awhi if you face challenging behaviours at mahi.

### 14.3 Tō Mana Whakahaere | Your Responsibilities

When working with whānau we awhi or Poumahī who may display challenging behaviour, here's what you can do:

- Communicate clearly whenever possible, especially if plans or timings change.
- Remove yourself from the situation if it starts to feel unsafe or confrontational.
- Stay calm and avoid mirroring challenging behaviour.
- Inform the Poumahī you report to if a situation is escalating.
- Call for help (like the police) if you feel your safety is at risk.
- Take part in debriefing or counselling if recommended after an incident.
- Learn to recognise and avoid triggers that may lead to challenging behaviour.

By mahitahi and using these steps, we can help create a safer, more supportive environment for everyone.

---

### **Tangohanga Matua | Key Takeaways**

- Review practices to reduce escalation of difficult situations.
- Communicate clearly.
- Remove yourself from the situation.
- Stay calm.
- Call for help.
- Recognise and avoid triggers.

## Whakahaere Ngenge | Keeping Well

### Hoki ki ō maunga kia pūhia ai koe e nga hau o Tāwhirimātea

*Return to your mountains to be refreshed by the winds of Tāwhirimātea*

#### 15.1 Whakatātaki | Introduction

Feeling tired after working hard is normal, however, fatigue is more than just tiredness. Fatigue is when your body or mind is exhausted, making it harder to stay safe and focused at mahi. Fatigue can lead to mistakes and accidents.

#### Ngā tohu | Signs of Fatigue

- Feeling really sleepy.
- Headaches.
- Dizziness.
- Struggling to focus.
- Blurry vision.
- Needing extra sleep on days off.

#### Te pānga o te ngenge | How fatigue can affect you

- Harder to concentrate and avoid distraction.
- Trouble thinking clearly.
- Difficulty making decisions
- Trouble remembering things.
- Struggling to stay alert.
- Hard to keep emotions in check.
- Difficulty understanding complex situations.
- Harder to recognise risks.
- Trouble with hand-eye movements.
- Difficulty communicating clearly.

#### Pūtake o te ngenge | Causes of Fatigue

Fatigue can build up over time due to mahi, personal life, or a mix of both. To keep everyone safe, we manage these risks.

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## 15.2 Mana Ātea Mana Whakahaere | Our Responsibilities

At Mana Ātea we are committed to your health, safety and welfare. Our responsibilities include:

- Finding fatigue risks.
- Talking with you if fatigue is a concern.
- Evaluating how serious fatigue risks are.
- Mahitahi to manage and reduce risks.

## 15.3 Tō Mana Whakahaere | Your Responsibilities

To help prevent fatigue and keep everyone safe, you're responsible for:

- Making sure you're fit for mahi – this means coming to mahi well-rested and avoiding anything that could impact your focus (like alcohol, drugs or lack of sleep).
- Taking your breaks and rest periods.
- Keeping accurate records like mahi diaries, or timesheets.
- Completing medical checks if needed.
- Letting us know about health concerns that could impact your mahi.

## 15.4 Mōhio Ngenge | Recognising Fatigue Hazards

Fatigue can make mahi unsafe by reducing alertness, which can lead to mistakes and accidents. Fatigue can be short term (like feeling sleepy or dizzy) or long term if it builds up over time.

## 15.5 Aromatawai | Assessing The Risks

To understand and manage fatigue we look at:

- Who might be affected by fatigue (including contractors or sub-contractors).
- How often fatigue might happen.
- How serious the risks from fatigue are.
- If our current measures are working.
- What actions we should take to control the risk.
- How soon we need to take action.

We think about all the factors that add to fatigue, such as mahi demands, hours of mahi, and conditions. Fatigue risks can increase if you're new to the mahi, working long hours without breaks, or adjusting to new shift times.

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## 15.6 Whakarite Tūpono | Managing The Risks

The best way to manage fatigue risks is to remove the cause. If we can't fully remove the cause, we'll do our best to reduce the risks as much as we can.

### Huarahi whakaiti ngenge | Ways to Reduce Fatigue Risks

Making sure you take regular, quality breaks.

- Avoiding very long hours of mahi – if long hours are needed, we'll look at staggered start and finish times, longer breaks, and more time off.
- Discussing and managing overtime to avoid excessive hours.
- Planning rosters to allow for rest and recovery time.
- Avoiding mahi in extreme heat or cold or rotating mahi to limit exposure.
- Providing drinking water.
- Limiting tasks with high physical or mental demands.
- Using safe and suitable equipment.
- Keeping workloads manageable.
- Supporting you with any personal challenges by allowing time off when necessary.
- Creating a positive mahi environment where everyone has good relationships and feels supported.

### Tangohanga Matua | Key Takeaways

- Fatigue affects safety and focus.
- You must ensure you are fit for mahi.
- Take regular breaks.
- Avoid long hours.
- Support is provided for personal challenges.

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## Whakaweti me te Whakatoi | Bullying and Harassment

**He ora te whakapiri, he mate te whakatakariri**

*There is strength in unity, defeat in anger*

### 16.1 Whakatātaki | Introduction

Mana Ātea is committed to creating a safe, fair and respectful place of mahi. Everyone should feel valued and safe from any bullying, threats, or intimidation.

Bullying and harassment are not allowed in any form. This applies both inside and outside of mahi. We know that bullying and harassment can affect not only the person targeted but also others who witness or know about it. It can harm confidence, health, and mahi performance. Mana Ātea wants everyone to feel supported and protected.

### 16.2 Whakaweti | What Harassment Means

This section helps Poumahī understand what types of behaviour are not okay.

Whakatoi (Harassment) means any unwanted behaviour that makes a person feel uncomfortable, insulted, or unsafe. This could be physical actions, words or other behaviours based on things like:

- Age.
- Disability.
- Gender.
- Marriage or partnership status.
- Pregnancy or maternity.
- Race.
- Religion or beliefs.
- Sexual orientation.

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It can happen in just one incident or happen over time. Examples include:

- Mean jokes or pranks.
- Comments about how someone looks.
- Excluding someone from kōrero.
- Showing offensive images or materials.
- Unwelcome touching.
- Threatening words or actions.

These are just examples. Harassment can take many forms, and Mana Ātea will take action if any form of harassment occurs. This may involve disciplinary action or, if necessary, ending someone's mahi with Mana Ātea.

### **16.3 Whakatoi | What Bullying Means**

Bullying is when someone repeatedly acts in a way that is offensive, abusive, intimidating, or unreasonable, making the other person feel uncomfortable or threatened.

Bullying can happen at mahi or at the place of mahi events, such as social hui or trips. It can affect a person's mental and physical health.

Bullying behaviours may include:

- Abusive or insulting language.
- Unfair criticism.
- Physical or emotional threats.
- Leaving someone out on purpose.
- Spreading harmful rumours.
- Withholding important information, supervision, or resources.

Again, these are just examples. If someone is bullying, Mana Ātea may take disciplinary action, which could lead to ending their mahi.

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## 16.4 Whakahaere Amuamu | How to Make a Bullying and Harassment Complaint

### i) Amuamu Ōpaki | Informal complaint

If you feel safe to do so, kōrero directly to the person who is bullying or harassing you and let them know their behaviour is unwelcome. If you don't feel comfortable talking to them, you can give them a written request to stop. You can also ask a confidential support person to help you with this.

If you are the victim of minor bullying or harassment you should make it clear to the alleged bully or harasser on an informal basis that their behaviour is unwelcome and ask the individual to stop. If you feel unable to do this verbally then you should hand a written request to the individual, and your confidential support person can assist you in this.

### ii) Amuamu Ōkawa | Formal complaint

If the behaviour is serious or hasn't stopped after an informal approach, you can make a formal written complaint. In this case, it's helpful to include:

- The name of the person you're complaining about.
- Details of what happened, including dates and times.
- Names of any witnesses.
- Any actions you've already taken to try to stop the behaviour.

Once a formal complaint is made, Mana Ātea will take steps to separate you from the person you're complaining about, if needed, while we investigate.

We'll meet with you to kōrero the complaint and investigate carefully. You're welcome to bring a support person with you to this hui. We'll handle the investigation as confidentially as possible.

You should hear back within ten working days with the results of the investigation.

## 16.5 Kōrero Whānui | General Notes

If we find the complaint to be valid, we will take appropriate action to address the behaviour.

No one will be punished for making a genuine complaint. However, if we find that a complaint was made with malicious intent, then appropriate action may be taken.

## Tangohanga Matua | Key Takeaways

- Bullying and harassment are not tolerated.
- Everyone should feel valued and protected.
- Harassment and bullying can take many forms.

## Tarukino me te Waipiro | Drugs and Alcohol

**Māu anō e tō mai te ūranga ki a koe**

*Only you can create your own wellness*

### 17.1 Kawa Kore Kātaki | Zero Tolerance Policy

Mana Ātea wants a safe place of mahi. No drugs or alcohol are allowed while doing your mahi. Poumahī must not mahi if they've been drinking or using drugs.

If someone breaks this rule, they could lose their mahi. We know that some may need help with alcohol or drug problems. If you do, please ask for support.

Poumahī and visitors should not be affected by drugs or alcohol at mahi or at mahi events. If there's alcohol at a mahi event, please drink responsibly. Don't get drunk or act inappropriately.

### 17.2 Rongoā Whakaritea | Prescribed/Over-the-counter Medication

If you are taking medication that might affect your mahi, tell the Poumahī you report to as soon as you can. You might need a Doctor's note to show you're safe to mahi.

### 17.3 Whakamātau | Drug And Alcohol Testing

Mana Ātea may do drug and alcohol tests. This could happen when you start mahi, if there's an accident, or if it is suspected someone is under the influence. There may also be random testing for everyone.

Some reasons you might face discipline (and could lose your mahi) include:

- If you're asked to leave because you seem affected by drugs or alcohol.
- If you test positive for drugs or alcohol.
- If you have any drugs or alcohol in your system (we have zero -tolerance kawa).
- If you refuse a drug or alcohol test.
- If you bring illegal drugs to mahi or use them in Mana Ātea spaces.

If you mahi somewhere that does regular or random tests, you will need to follow their rules.

If Mana Ātea thinks you are under the influence, you might need to take a test. A positive test means disciplinary action, and you might lose your mahi. If you test positive or refuse a test, you'll need to leave mahi and check in with the Poumahī you report to before coming back.

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### **Tangohanga Matua | Key Takeaways**

- No drugs or alcohol are allowed during mahi.
- Let someone know if medication may impact your mahi.
- Testing may occur anytime

## Auahi Kore | Smoke-free Workplace

### Kua takoto te manuka

*You have a challenge ahead of you*

#### 18.1 Wāhi Auahi Kore | Smoke-Free Workplace

At Mana Ātea, we want to create a healthy and safe environment for everyone. This means no smoking or vaping is allowed anywhere in the place of mahi.

If any Poumahi smokes or vapes in the place of mahi, we will kindly ask them to stop immediately. We take it seriously, and there may be consequences if someone doesn't follow this rule. For Poumahi this could mean a kōrero about our disciplinary process. For others, it may result in ending their connection with Mana Ātea.

When doing mahi at other sites, please follow their smoking and vaping kawa too.

#### 18.2 Whakamārama | Definitions

##### **Smoking includes:**

- Lighting up or holding a cigarette, cigar or any other tobacco product.
- Using any device that creates smoke, like a vape or heated tobacco product.

##### **The workplace covers:**

- Any area inside a building used by Mana Ātea.
- All Mana Ātea vehicles.
- Cafeterias, hallways, or lobbies.
- Elevators, stairwells and bathrooms.
- Any shared spaces within our premises.

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### **18.3 Kawa Auahi Kore | No Smoking Policy**

Smoking or vaping is not allowed when we are with whānau we awhi, in our vehicles, in the office or in the whare of whānau. If you want to smoke or vape, please do so only in the designated areas and during your breaks.

Remember, if you're at another site, follow their smoking or vaping rules.

### **Tangohanga Matua | Key Takeaways**

- Smoking or vaping is not allowed.
- Smoking includes tobacco products and vaping.
- If you do smoke or vape it is only permitted in designated areas during breaks.

## Hāpaitia te ara pūmau ai te whakatūpato

*Foster the pathway of safety*

### 19.1 Whakatātaki | Introduction

Manual handling is not just about lifting things. It includes any activity that puts pressure on our bodies.

This is especially important when lifting whānau we awhi safely and respectfully. We want to ensure that both you and the whānau we awhi stay safe during these activities.

Manual handling can involve lifting, bending, twisting, throwing, pushing, pulling, or holding awkward positions.

All these actions put strain on our muscles and bones, and adding weight makes it even harder.

### 19.2 Mana Ātea Mana Whakahaere | Our Responsibilities

At Mana Ātea we care about your safety. Here's how we help:

- We check mahi that need lifting to reduce risks whenever we can.
- We organise spaces of mahi to avoid unnecessary lifting and keep walkways clear.
- We store heavy items at waist height so they're easier to reach.
- We encourage taking breaks and rotating mahi to avoid getting tired, especially with repetitive mahi.
- We provide tools to help with heavy lifting to keep you safe.
- We give you time to warm up before starting any heavy lifting.
- We offer wānanga on safe lifting techniques for everyone, whether you mahi directly with whānau we awhi or in the office.
- We want you to share any concerns about mahi that might be hard on your body so we can work together to find solutions
- If you feel any aches and pains from your mahi, please let us know.

---

### 19.3 Tō Mana Whakahaere | Your Responsibilities

When you're lifting and supporting whānau we awhi, remember to:

- **Warm Up:** Do some gentle exercises to warm up your muscles before starting, especially the beginning of your shift and after breaks. This helps prepare your body for lifting whānau we awhi safely.
- **Assess the situation:** Before lifting whānau we awhi, check their weight and how far you need to move them. If you're unsure or the whānau we awhi is too heavy, ask for help or use a mechanical aid.
- **Look for Support:** If whānau we awhi need help moving, think about using equipment like hoists or slings to make it safer for both of you.
- **Kōrero with your team:** If you're lifting whānau we awhi with another Poumahī, find someone who is similar in height and strength. Kōrero with them about how to lift the whānau we awhi safely and ensure you both know what to do.
- **Clear your path:** Always check your surroundings before moving whānau we awhi to make sure there are no obstacles in your way.
- **Use proper lifting techniques:** Stand with your feet shoulder-width apart, bend your knees, and keep your back straight. Move your bottom back as you lower yourself to lift, which helps balance your weight.
- **Hold securely:** Make sure you have a good grip on whānau we awhi or the equipment you're using. Keep whānau we awhi close to your body and engage your core muscles for extra support. Make sure you can grip the item well before you lift it.
- **Lowering safely:** When lowering whānau we awhi, apply the same techniques in reverse, ensuring they are stable and comfortable. Hold the load close to your body and engage your core muscles for better support.

When working with whānau we awhi, also remember:

- **Move gently:** Always be mindful of whānau we awhi and their comfort and safety. Avoid any sudden movements that could cause distress or injury.
- **Push, don't pull:** If possible, push a load instead of pulling it. This helps you use your legs and keep your back safe, especially when assisting whānau we awhi.
- **Use equipment wisely:** Whenever you can, use lifts or conveyers for moving equipment or supplies to reduce the risk of injury.
- **Change positions often:** Vary your mahi and take regular breaks, even when seated. This helps prevent fatigue and reduces the risk of repetitive strain injuries.
- **Store items at the right height:** Keep heavy or bulky items close to waist height to make them easier to reach and avoid lifting from too high or too low for long periods.
- **Seek help when needed:** If you are unsure about how to lift or support whānau we awhi safely, don't hesitate to ask for assistance or advice from the Poumahī you report to.

### **Tangohanga Matua | Key Takeaways**

- Use safe techniques.
- Be mindful of activity that causes physical strain such as lifting, bending and twisting.
- Take regular breaks.
- Always seek help if you are unsure.

### Mā tini mā mano ka oti te mahi

*By many, by thousands, the work will be accomplished*

#### 20.1 Whakatātaki | Introduction

At Mana Ātea, contractors who work directly for us in our mahi are treated the same as any other Poumahi when it comes to health and safety responsibilities. Whether they're directly under our control or hired through another business we need to make sure both parties know who's responsible for what.

When we choose a contractor, we check if they can meet the safety standards of Mana Ātea. This includes keeping whānau safe, protecting the public, and looking after everything on the place of mahi.

#### 20.2 Tō Mana Whakahaere | Your Responsibilities

If you're managing or supervising contractors, here's what you need to do:

- **Know their safety plan:** Be familiar with their Health and Safety Management Plan.
- **Keep an eye on things:** Stick to the agreed schedule of safety checks.
- **Ensure their inspections are up to date:** Make sure they stay on top of their safety review mahi.
- **Report safety issues:** Tell the Poumahi you report to about any safety concerns.
- **Act fast on unsafe mahi:** Stop any mahi immediately if it's dangerous.
- **Review their performance:** After the mahi is done, evaluate their safety practices and report back.
- **Lead by example:** Show positive safety behaviour and follow the safety rules of Mana Ātea.

When contractors are working near you:

- **Report new risks:** Let the Poumahi you report to know of any risks you notice.
- **Log incidents quickly:** If anything goes wrong report it immediately.

#### Tangohanga Matua | Key Takeaways

- Treat contractors like regular Poumahi.
- Report any safety issues.
- Stop any dangerous mahi immediately.

## Ngā Waka | Motor Vehicles

### E hoa mā kia tūpato

*Friends be on your guard*

#### 21.1 Whakatātaki | Introduction

Driving is a big part of our mahi, however, it comes with risks. In Aotearoa, road accidents are the leading cause of work-related fatalities. At Mana Ātea, we want everyone to get where they're going safely. That's why we're committed to managing the risks of driving for mahi through proper planning and care.

#### 21.2 Tō Mana Whakahaere | Your Responsibilities

When it comes to driving safely for mahi, here's how you can help:

- **Make sure you're ready to drive:** Before you get behind the wheel, check that you've got the right licence, and any needed approvals.
- **Let us know if anything changes:** If your licence gets suspended or revoked, tell the Poumahi you report to straight away. It's okay, it happens, we just need to know.
- **Get to know your vehicle:** Take time to understand how it works and always adjust your driving to match the road and weather conditions.
- **Stick to the rules:** Follow all legal requirements for using a motor vehicle.
- **Drive sober and sharp:** Stay away from alcohol and drugs (even prescription ones if they affect your driving). We want you alert and ready for anything.
- **Handle breakdowns calmly:** If something goes wrong, don't worry. Follow our simple breakdown steps below, and we'll help out.
- **Report accidents with care:** Your well-being comes first. Get medical help if needed, then let us know what happened when you're ready.
- **Keep your vehicle in top shape:** Check that it's been serviced, is registered and has a current warrant of fitness.

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## 21.3 Whakahaere | Procedures

### i) Pakaru waka | Vehicle breakdown

If your vehicle breaks down, don't panic. Here's what to do:

- Find a safe spot to pull over, as far from traffic as you can.
- Avoid stopping in dangerous areas like blind corners or narrow roads.
- Turn on your hazard lights to warn others.
- Call for roadside help and let the Poumahi you report to know.

Try to avoid:

- Fixing the vehicle yourself unless you're qualified.
- Staying inside unless it's safer (like a busy road).
- Getting out on the traffic side – use the passenger side if you can.

### ii) Aitua waka | Motor vehicle accidents

If you're in an accident:

- First take care of yourself and anyone else involved – safety and health come first.
- Swap insurance details and contact emergency services if needed.
- When you're ready, let us know what happened. We'll support you.

### iii) Whakamahi waea haerērē | Using mobile phones

We get it, phones are part of life. However, when you're driving:

- Use handsfree for quick calls only.
- No texting, emails, or video while driving.
- Keep your hands off your phone unless you're parked safely. Even passing it to someone else can wait until you've stopped.

## Tangohanga Matua | Key Takeaways

- Driving is risky.
- Be ready to drive.
- Report licence changes.
- Follow the rules.
- Report accidents.
- Use hands-free for quick calls only.
- No texting, emails, or video while driving.

---

## Tari Tāwharau | Office Safety

### Poipoia te kākano tāwharau

*Nurture the seed of safety*

#### 22.1 Mana Ātea Mana Whakahaere | Our Responsibilities

At Mana Ātea, our priority is to make sure your place of mahi feels safe, clean, and easy to navigate. Here's what we look after:

- Identifying and managing risks – we work with you to spot and address any hazards.
- Ensuring safe access to all office spaces.
- Keeping the place of mahi tidy and hygienic – no one likes clutter or mess!
- Providing safe and well-maintained equipment – especially anything electrical.
- Supplying tools and aids to help you do your mahi safely.
- Making sure emergency procedures and facilities fit your needs and place of mahi.

#### 22.2 Tō Mana Whakahaere | Your Responsibilities

Your mahi in keeping things running smoothly is super important too. Here's how you can help:

- Set up your place of mahi comfortably – follow ergonomic guidelines to stay comfy and healthy
- Keep your space tidy:
  - Clean your desk regularly.
  - Keep pathways clear – no tripping over stray bags or boxes.
  - Store items safely, away from exits, fire equipment, and electrical panels.
  - Close drawers and put away keys to prevent accidents.
  - Manage trip hazards like cables, secure or move them.
  - Put rubbish in bins provided, and don't let them overflow.
  - Clean up any spills right away.
  - Let the Poumahī you report to know if you spot a hazard you can't fix.

#### Tangohanga Matua | Key Takeaways

- Identify and manage risks.
- Keep space tidy.
- Follow ergonomic guidelines.

---

## Mahi Wāhi Kē | Working Offsite

### E hoa mā kia tūpato

*Nurture the seed of safety*

#### 23.1 Whakatātaki | Introduction

Sometimes your mahi might take you offsite – whether that's at another company's location or even in public spaces. Here's what to keep in mind:

#### 23.2 Mana Ātea Mana Whakahaere | Our Responsibilities

What we'll do:

- Check for risks at offsite locations, either through the host or by doing a risk assessment.
- Provide you with key info about the site – like where to enter, exit, or find help.

#### 23.3 Tō Mana Whakahaere | Your Responsibilities

What you'll do:

- Follow the place of mahi rules – every place has its own safety procedures.
- Check in with site staff if required and wear visitor passes.
- Complete safety inductions specific to the place of mahi.
- Inspect equipment before use, and wear any required safety gear (PPE) if applicable.
- Use marked walkways and follow the signs.
- Report hazards immediately – either to the place of mahi contact the Poumahi you report to.
- Stay safe – if something feels off, assess the risk and decide if you can continue.
- Follow emergency procedures at the place of mahi, including evacuation plans.

#### Tangohanga Matua | Key Takeaways

Keep your place of mahi safe and tidy.

- Report any hazards – big or small.
- Follow safety rules and wear your PPE when needed.

---

## Mahi Kainga | Working from Home

### Poipoia te kākano tāwharau

*Nurture the seed of safety*

#### 24.1 Whakatātaki | Introduction

Sometimes, your mahi might require working from your whare or the whare of whānau we awhi. For Mana Ātea, this whare becomes your place of mahi, and we take safety seriously.

#### 24.2 Mana Ātea Mana Whakahaere | Our Responsibilities

Before approving any mahi from kainga arrangements, Mana Ātea will make sure everything is set up for safety and access. This includes

- Mahi you will be doing.
- Hours of mahi.
- The specific area in the whare you mahi.
- The furniture and equipment you'll need.

#### 24.3 Mōrearea O Te Kainga | Spotting Hazards At Home

Here's how we identify risks when doing mahi from the whare:

- Completing the Working from Home Checklist.
- Reviewing the mahi involved.
- Observing how you mahi.
- Kōrero with you to understand your needs.

##### **Key risks to watch out for:**

- **Home office safety:** Home offices can have similar hazards as regular ones.
- **Drugs and alcohol:** These can impact your safety and others.
- **Remote or isolated mahi:** Working alone? You may face higher risks without immediate support.
- **Manual handling:** Mahi like lifting or carrying items can lead to injuries if not done correctly.

---

## 24.4 Āwhina me ngā Mahere Ohorere | First Aid And Emergency Plans

We've got you covered:

- **First Aid:** You'll have access to a First Aid kit and trained Poumahī. Any injuries must be logged, and the Poumahī you report to notified.
- **Emergency Procedures:** Follow our *Emergency Kawa*, including evacuation drills. If an emergency affects your home worksite, fill out *Whakatika te Hē* and notify the Poumahī you report to immediately.

## 24.5 Kōrero | Staying Connected

Kōrero is key. We'll use email and phone calls to stay in touch and kōrero with you about any mahi from the whare and your needs.

## 24.6 Pupuri ngā Paerewa Teitei | Keeping Standards High

To keep your mahi from home safe:

- The Poumahī you report to will check it at the start *using our checklist*.
- You'll also do self-checks every *six months* and share the results with us.

## Tangohanga Matua | Key Takeaways

- Hazards don't take a break – let's spot and manage them early.
- Emergency plans and First Aid are your lifelines – stay prepared.
- Keep the lines of kōrero open – email or call when you need support.

---

## Taputapu Tiaki Whaiaro | Personal Protective Equipment (PPE)

### Ahakoa he iti, he pounamu

*Although it a small it is a treasure*

#### 25.1 Whakatātaki | Introduction

PPE is there to safeguard you from injuries when other safety measures can't fully eliminate risks. Whether it's hearing, eye, skin or respiratory protection, PPE plays a vital role in keeping you safe.

#### 25.2 Mana Ātea Mana Whakahaere | Our Responsibilities

Mana Ātea takes your safety seriously and ensures that:

- The right PPE and protective clothing are provided.
- All PPE meets legislative, and industry standards.
- You receive wānanga on how to use and care for PPE.
- Tasks are assessed to determine correct level of PPE required.
- Regular assessments ensure you're using the correct level of protection.
- Worn out PPE is replaced promptly.

#### 25.3 Tō Mana Whakahaere | Your Part In Staying Safe

Here's what we ask of you:

- Wear PPE as instructed.
- Take care of it – store and maintain properly.
- Report any damage or issues to the Poumahi you report to immediately.

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## 25.4 Whakatau Tiaki | How We Decide On PPE Requirements

We assess each mahi to determine the need for PPE, relying on:

- Risk assessments.
- Safety data sheets (for hazardous substances).

## 25.5 Tipako Tiaki | Choosing The Right Gear

PPE selection follows strict guidelines, ensuring it:

- Fits you well and feels comfortable.
- Protects against the specific hazard.
- Doesn't create new risks.
- Is in good condition.

Before using any PPE, inspect it for defects. If something's wrong, report it and stop using it immediately.

## 25.6 Haumarutanga | Rules For PPE Areas

If you see PPE required signs around certain places of mahi, make sure to suit up accordingly. Your safety comes first!

## Tangohanga Matua | Key Takeaways

- PPE is your last line of defence – use it wisely.
- Inspect and report issues promptly.
- Stay updated on the latest and best PPE available.

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## Rārangi Aro whai mo te Māramatanga me te Tautoko |

### Checklist for Understanding and Acknowledgement Form

For each statement below please circle whether it is true or false.

	True	False	<b>Tautoko</b>
I must mahi in a way that keeps myself and others safe.			
Using illegal drugs at mahi can lead to my mahi ending.			
Breaking health and safety rules (e.g. bullying, harassment, violence) is not allowed.			
I must wear PPE (like safety shoes) when at mahi when asked by the Poumahi I report to.			
If I see a hazard at mahi, I don't have to do anything about it.			
I must report all accidents, incidents, or near misses to the Poumahi I report to.			
I can ignore rules at my place of mahi if I think they aren't important.			
A messy or untidy place of mahi doesn't affect health and safety.			

I

(please print name) confirm that I have received a copy of **Mana Ātea He Korowai Tāwharau** and have read and understood it.

I agree to follow the health and safety kawa and tikanga included in the document to the best of my ability.

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**Waitohu** | Signature

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**Rā** | Date: