

# Health and Safety

of workers carrying out work for the NZ Aid Programme



Working with our partners and contractors to eliminate or mitigate Health and Safety risks so far as reasonably practicable.

The Health and Safety at Work Act 2015 (the Act) came into force on 4 April 2016. MFAT's responsibilities under the Act include ensuring, so far as is reasonably practicable, the health and safety of—

- a) workers who work for MFAT, while the workers are at work; and
- b) workers whose activities in carrying out work are influenced or directed by MFAT, while the workers are carrying out the work

A 'worker' is an individual who carries out work in any capacity for MFAT and includes employees, contractors, subcontractors, apprentices, and volunteers. This applies to our workers offshore, regardless of their nationality.

While New Zealand based organisations have responsibilities and duties under the Act, the Act requires MFAT to work with our partners/contractors to meet our responsibilities and duties. MFAT's expectation is that all our partners/contractors in the Aid Programme will do what is reasonable and practicable to keep workers safe. While it may not be reasonably practicable to apply New Zealand health and safety standards in other countries, we seek to work with our partners/contractors to achieve the best possible health and safety outcome for workers by taking whatever reasonably practicable steps are available in the applicable context.

MFAT works with our partners and contractors to ensure appropriate health and safety measures are established and implemented. To achieve this, all activities funded by the New Zealand Aid Programme require the following:

1. A **Safety Plan**<sup>1</sup> to be developed for each activity. The Safety Plan:
  - must identify key health and safety risks and how they will be eliminated or mitigated;
  - may include summary information on overarching **organisational policies or procedures** for managing the health and safety of workers offshore;
  - should include an approach to engaging with any subcontractors, affiliates and in-country partners on health and safety matters (as far as reasonably practicable);
  - does not require a prescribed template; and
  - does not need to be long and complex – the information can be provided concisely.
2. the completion of a **MFAT Health and Safety Acknowledgement Form** which:
  - confirms that a Safety Plan in place;
  - requires steps are taken to prepare workers for safe travel;
  - requires on-going monitoring and reporting of health and safety risks; and
  - includes a Safety Plan Guide as a tool to assist in identifying potential health and safety risks and their eliminations/mitigations (where relevant).
3. Ongoing monitoring and reporting during implementation including:
  - notification any health and safety incidents arising from work, including serious injuries, illnesses, issues or a "near miss" to MFAT as soon as possible after becoming aware that an event has occurred;
  - updates to the Safety Plan when health and safety risks change or emerge; and
  - updates on health and safety risks and management in regular progress reporting.

All new New Zealand Aid Programme contracts, Grant Funding Arrangements and Letters of Variation include clauses which outline contractual expectations with respect to health and safety.

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<sup>1</sup> Note there are various terms used for these safety plans such as health and safety management plan, site specific safety plans, safety systems, safe work practices, zero harm practices or whatever document which sets out the specific approach to be taken in relation to the safety of workers delivering the Activity.