

# ITS Health, Safety and Wellbeing Policy

The Insolvency & Trustee Service aligns itself to the Ministry of Business, Innovation and Employment (MBIE) Policy which is committed to having a positive health, safety and wellbeing culture and robust health, safety and wellbeing practices.

The following policy statements are underpinned by Standards within the Health, Safety and Wellbeing Framework:

1. MBIE will so far as reasonably practicable provide a safe and healthy environment for everyone using our facilities and those over which MBIE has an influence, and ensure that workers have access to the information they need to stay safe and well while at work and/or working.
2. MBIE will ensure workers and other persons are given the appropriate level of protection, so far as is reasonably practicable, against harm to their health, safety and wellbeing from hazards and risks arising from MBIE's work and will act in good faith in all matters relating to health, safety and wellbeing.
3. MBIE will consult, cooperate and coordinate with other PCBUs, when we work together, direct work or are co-located, to ensure the health and safety of all workers.
4. MBIE is committed to engaging with our workers, providing ongoing opportunities for worker participation with regards to health, safety and wellbeing practices.
5. MBIE is committed to measurable objectives and targets towards continuous and enduring improvement to our health, safety and wellbeing practices.
6. MBIE complies with any associated legislation, codes of practice, standards, mandatory procedures and any local standard operating procedures.
7. MBIE will review and update this policy, along with associated documents every two years or when there is significant legislative change, and will consult workers and union representatives on any significant proposed changes.
8. MBIE with assistance from MBIE's third party administrator and the Health, Safety and Wellbeing Team, will support the safe and early return to work of workers for work and non-work injuries and illnesses, including developing individual rehabilitation plans providing opportunities for alternative duties when available.
9. MBIE will develop and maintain emergency procedures and review associated exercises and incidents to ensure we are prepared for unplanned future emergencies.
10. MBIE will monitor and review the performance of MBIE's Health, Safety and Wellbeing Framework in practice to ensure continuous improvement.

11. MBIE will incorporate the five ways to wellbeing into our thinking when setting standards, procedures and guidelines relating to worker wellbeing:

*1. Connect – talk, listen, be there, feel connected*

*2. Keep Learning – embrace new experiences, see opportunities, surprise yourself*

*3. Be Active – do what you can, enjoy what you do, move your mood*

*4. Give – your time, your words, your presence*

*5. Take Notice – remember the simple things that give you joy.*

12. MBIE accurately report, record and investigate workplace accidents, incidents, and notifiable events. All employees are encouraged to participate in accident investigation as required.