



1.1 Employee Participation Procedures

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Kaimahi including contractors, volunteers and trainees

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To engage with Association employees around health and safety matters and to also create effective worker participation practices as legislated in the Health and Safety at Work Act 2015 (The Act).

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is required.

Principles:

1. Engage early and often: The Association will engage with workers so far as is reasonably practicable on any matter that is likely to directly affect their health, safety or wellbeing. Engagement will be timely, meaningful, and reciprocal
2. Enable participation: The Association will have clear, effective, ongoing methods for workers to raise concerns, suggest improvements, and contribute to decision making about risk controls and H&S systems.
3. Right people, right voice: Workers can participate directly and/or through elected Health & Safety Representatives (HSRs) and the Health & Safety Committee (Te Komiti Hauora).
4. ECE context: Our practices reflect the ECE environment (e.g., child supervision, slips/trips, manual handling, infection control, stress/violence) and the presence of children, whānau and visitors.

Employee Participation

1. Kaimahi must ensure that they understand their rights and responsibilities under The Act.
2. Kaimahi must ensure that they are familiar with the Association's Health and Safety Policies and Procedures.

Roles and Responsibilities

The Board and Chief Executive as Person(s) Conducting a Business or Undertaking (PCBU)

1. Will, so far as is reasonably practicable, ensure the health and safety of workers and others who may be put at risk by the work carried out.

Health and Safety Committee

1. A Health and Safety Committee will be in place with representatives from different kindergartens and Support Office.
2. Expressions of interest for Health and Safety representatives for the Health and Safety committee will be undertaken every two years.





3. Members of the Health and Safety Committee will:
 - a. Undertake the planning, review and evaluation process of the health and safety system for the Association including:
 - An annual review of Health and Safety policy and procedures, including the effectiveness of the hazard and risk management system.
 - A review of Health and Safety management after a critical event, or if there is a change in work procedures.
 - A termly review of workplace accidents, incidents and near misses (at each Health & Safety Committee meeting).
 - A termly review of hazards/risks via the Hazard Registers and checklists.

Recommendations from these reviews will be forwarded to the Operational Leader/Chief Executive for drafting into the policies and procedures prior to full organisational review.

- b. Attend regular, at least termly, Health and Safety Committee meetings and contribute to committee activities, including communicating any significant Health and Safety issues and discuss any matters and initiatives raised by staff.
 - Follow up on actions from prior Health & Safety Committee meetings.
 - Promote the interests of employees in health, safety and wellbeing matters.
 - Undergo appropriate training in alignment with the Act.
- c. Assist, if required, in the investigation of reported workplace accidents, incidents and near misses.
 - Maintain confidentiality on any personal or non-health and safety information obtained as part of the Health and Safety Committee meetings.
 - Attend approved Health and Safety Representative training as required.
 - Communicate Health and Safety information to employees as required.

Health and Safety Lead

The Health and Safety Lead will:

1. Facilitate a regular Health and Safety Committee ensuring representation from relevant kaimahi.
2. Escalate Health, Safety and Wellbeing matters to the Operational Leader/Chief Executive when required.
3. In conjunction with the CE, reply to any requests or recommendations by the Health and Safety committee in writing.
4. Put systems in place to make it easy for kaimahi to speak up about Health, Safety and Wellbeing issues.

Chief Executive/Operational Leader

The Chief Executive or Operational Leader will:

1. Escalate Health and Safety matters to Health & Safety Committee and/or the Board

Kindergarten Health and Safety Representatives

1. Each kindergarten will appoint a Health and Safety representative and ensure that the Health and Safety Lead and The Health and Safety Committee is notified of who this person is.
2. The Health and Safety Representative will:
 - a. Foster positive Health and Safety management practices and culture within their kindergarten.





- b. Ensure processes are followed if a new hazard/risk is identified and discuss actions with the Kindergarten Leader/Health and Safety Lead.
- c. Participate in Health and Safety audits where applicable.
- d. Ensure Health and Safety is a standing agenda item at all team meetings.
- e. Communicate any health, safety and wellbeing issues raised by kaimahi to the Health and Safety Committee.

All Kaimahi

All existing Kaimahi will:

1. Participate in the annual review of Health and Safety policies, procedures and forms.
2. Participate in the (still under development) Health and Safety Induction Modules on the ECE Learning Unlimited platform within six months of the modules being available.
3. Identify hazards, assessing the risk and contributing to risk controls using the Risk Assessment Framework to assess the risk of the hazard (See appendix A) and the Hierarchy of Controls (See appendix B). These hazards will be reported on 1Place.
4. Discuss Health and Safety as a standing item on their regular team meetings.
5. Review learnings from Health and Safety events as part of their regular team meetings.
6. Ensure contractors on site are aware of relevant risks and controls.

Induction of new kaimahi

7. New Kaimahi must participate in the health and safety induction modules on the ECE Learning Unlimited platform.

Right to cease or refuse unsafe work

1. All workers (any individual who carries out work for a PCBU) may cease or refuse to carry out work if they reasonably believe that carrying out the work would expose them or others to a serious risk arising from an immediate or imminent exposure to a hazard.
2. They must notify their Manager, Kindergarten Leader or Person Responsible as soon as practicable so the risk can be addressed.
3. No one will be disadvantaged for acting in good faith under this provision.



Appendix A: - Risk Assessment Framework

Likelihood Scale:

5: Almost Certain: The consequence is expected to occur in most circumstances, eg 80% + chance of occurring in the next 12 months.

4: Likely: The consequence has a reasonably high chance of occurring in many circumstances, eg 60% - 80% chance of occurring in the next 12 months.

3: Possible: The problem could conceivably occur in some circumstances, eg 30% - 60% chance of occurring in the next 12 months.

2: Unlikely: The consequence is unlikely to occur in most circumstances, eg 1% - 30% chance of occurring in the next 12 months.

1: Rare: The consequence would occur only in exceptional circumstances, eg less than 1% chance of occurring in the next 12 months.

Risk Rating:

**A: Critical (10-20), or Extreme
Consequence**

B: High (5-9)

C: Medium (3-4)

D: Low (1 – 2)

Consequence Scale:

4. Extreme: Disaster; extreme impact on staff, plant, and/or operations.

3: Major: Business operations severely damaged or disrupted; requires extraordinary management input and resources.

2: Moderate: Significant disruption possible; managed with additional management input and resources.

1: Minor: Some disruption possible; able to be managed with management input.

Gross Risk Scale:

Gross Risk number is calculated as: (Likelihood x Impact = Gross Risk) then applied to the categorisation of the risk rating below

Likelihood\Impact	1: Minor	2: Moderate	3: Major:	4. Extreme:
5: Almost Certain	5	10	15	20
4: Likely:	4	8	12	16
3: Possible	3	6	9	12
2: Unlikely	2	4	6	8
1: Rare	1	2	3	4



Appendix B: Hierarchy of Controls

1. **Elimination** – Remove the hazard entirely.
No hazard, no problem.
2. **Substitution** – Replace the hazard with something safer.
Swap the sharp knife for a butter one.
3. **Isolation** – Separate people from the hazard.
Barriers, lockable gates, designated zones.
4. **Engineering Controls** – Redesign the environment or equipment to reduce risk.
Guardrails, anti-slip surfaces, ventilation systems.
5. **Administrative Controls** – Change the way people work.
Policies, procedures, training, signage, rosters.
6. **Personal Protective Equipment (PPE)** – Protect the individual.
Gloves, masks, Aprons. Important — but the last line of defence.

