



Pacific Association of Supreme Audit Institutions (PASAI)

Health and Safety Policy

Access to information

PASAI members, Donors, International and Regional Partners

PASAI Reference Number

PP_4_HSP_2016

Issued and effective

Approved by the Secretary-General to be effective on 4 April 2016 in accordance with the Governing Board resolution of 11 February 2016. Policy confirmed by the Governing Board on 1 August 2016

Review

Policy reviewed in November 2022 and to be reviewed every two years [next review November 2024]

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Applicable to

All PASAI office holders and staff

Issuer

Chief Executive for PASAI

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SECTION I – PURPOSE

1. The purposes of this policy are to:-

- (a) Provide the foundation for PASAI, including its Governing Board and Secretariat, to foster an appropriate health and safety awareness and culture in everything PASAI does as an organization.
- (b) Enable PASAI Incorporated, including its officers (Governing Board and Chief Executive), to comply with their respective legal obligations under the Health and Safety at Work Act 2015 (NZ).
- (c) Establish visible, documented, and auditable systems and processes to meet the above purposes.
- (d) Encourage a collective, collegial approach across PASAI as an organization.

The policy was approved by the Secretary-General to be effective on 4 April 2016 in accordance with the Governing Board resolution of 11 February 2016 and was confirmed by the Governing Board in its meeting of 1 August 2016.

SECTION II – SCOPE

2. This policy applies to PASAI Incorporated as a legal entity, and to all PASAI office holders (including Governing Board members) and staff (including contractors and consultants¹), at their “workplace”. The policy defines “workplace” to mean:

- (a) the Secretariat office; and
- (b) other places where PASAI work is undertaken.²

3. The policy also applies to events organized by PASAI, at which representatives or staff of PASAI’s member organizations or partners or other stakeholders may be present.

¹ Meaning those engaged by PASAI under a contract for services, or those engaged by another organisation (e.g. Asian Development Bank).

² This does not include: (a) a consultant’s or contractor’s own office or working facilities; or (b), in the case of a consultant engaged by another organisation (e.g. Asian Development Bank), travel to or work performed in countries other than the consultant’s home country, under the contract with and/or paid for by that other organisation. This may include temporary arrangements approved by the chief executive where a member of the Secretariat staff are working from ‘home’ (whether in NZ or overseas)

SECTION III – THE HEALTH AND SAFETY AT WORK ACT 2015 (NZ)

4. A new health and safety law took effect in New Zealand on 4 April 2016. It applies to every “person in control of a business or undertaking” (PCBU) in the jurisdiction of New Zealand.
5. PASAI Incorporated is a PCBU. The law places positive duties on every PCBU and all its “officers” (who include those in governance positions and others with significant influence over the entity’s management).

Obligations on PASAI as an entity

6. The essence of the new law is the need for every PCBU to take an active, systemic, risk-based approach to protecting the health and safety of its personnel and others who are affected by its business. As a PCBU, PASAI Incorporated has a “primary duty of care” to:
 - ensure, as far as reasonably practicable, the health and safety of its workers (including employees, contractors, and volunteers); and
 - ensure, as far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the business or undertaking.
7. As a PCBU, PASAI must also work proactively, in partnership with its workers, to identify and address risks to health and safety. The PCBU’s obligations apply to the “workplace”, which includes not only the normal place of work but also any place where a worker goes, or is likely to be, while at work. There is no jurisdictional limit on the “workplace”. This includes, in PASAI’s case, any country where its personnel may travel to carry out its activities.

Obligations on PASAI’s “officers”

8. There are positive obligations on those responsible for governing and managing PASAI’s activities as a PCBU. Every “officer” must exercise “due diligence” to ensure that the PCBU complies with its duties and obligations under the law. Under this policy, PASAI’s “officers” are:
 - (a) the Governing Board, which is responsible for the overall governance of PASAI as an organization.
 - (b) the Secretary-General, who has oversight responsibilities in respect of the Chief Executive and the Secretariat between meetings of the Governing Board; and
 - (c) the Chief Executive, who is responsible to the Governing Board for the work of the Secretariat.

9. Collectively, this policy requires the officers to take reasonable steps to:
 - acquire *knowledge* of the PCBU’s health and safety matters.
 - ensure the PCBU has adequate *resources* to eliminate or minimize risks to health and safety.
 - ensure appropriate *processes* exist for receiving and considering information regarding incidents, hazards, and risks; and
 - put those processes *into effect*.
10. For the Governing Board, the Institute of Directors in New Zealand summarizes the obligations of a Board as follows³:

The board’s role [under the new law] is to lead and foster an effective health and safety culture. Directors need to understand the health and safety risks in the organisation they govern – this is a fundamental part of risk management and should be no different to managing other risks, such as financial or business risks.
11. The Institute also provides the following “tips” for directors:
 - prioritise health and safety leadership, including worker engagement and the building of an effective health and safety culture in the workplace.
 - be proactive, actively engaged, informed and responsive about health and safety risks, trends, audits and investigations.
 - check out the health and safety governance resources (e.g. at iod.org.nz).
12. Part of the Board’s positive duties involves ensuring that the Chief Executive, who is also an “officer” for the purpose of the new law, understands and puts in place the necessary processes to identify and eliminate or minimize health and safety risks.
13. These should extend from the routine (for example, ensuring workstation efficacy in the office, and preventing back injuries from lifting) to the extraordinary (for example, taking precautions for staff who must work in a country with known personal safety risks). They should also include ongoing matters such as workload management, the extent of travel being undertaken, and the identification and management of stress.
14. The Board will actively hold the Chief Executive to account for discharging his/her duties as an “officer”. But this will not be at the expense of the Board’s own responsibilities to ensure that the necessary awareness, systems, and resources are available so that PASAI as an organization can eliminate those health and safety risks which can reasonably be eliminated and minimize those which cannot be.

³ *Boardroom*, December/January 2015/2016, page 12).

Obligations of PASAI's individual office holders and staff

15. PASAI's staff are responsible to take reasonable care for their own safety while at their workplace, to ensure their own actions do not adversely affect others' health and safety, and to comply with instructions.
16. PASAI's office holders are responsible to take reasonable care for their own safety when visiting the Secretariat office, and when travelling on official PASAI business.⁴

SECTION IV - KEY ELEMENTS OF THE POLICY

17. The following steps are designed to foster an appropriate health and safety culture and meet PASAI Incorporated's legal obligations. However, systems and processes should not be at the expense of a collective, collegial commitment to health and safety in the workplace and fostering a collaborative culture of safe working practices. In this sense, everyone has a shared responsibility.

Governing Board

- 17.1 The Board has been briefed on PASAI's legal obligations in advance of the adoption of this policy. The Board will also receive a briefing on every occasion when the policy is reviewed or renewed. Staff and consultants will be present during those items.
- 17.2 Health and safety will be a standard agenda item for each Board meeting. The item will include a report on the development and implementation of health and safety systems under this policy, and on any significant health and safety issues that have come to attention since the previous meeting.
- 17.3 Any significant health and safety issues arising between meetings will be reported by the Chief Executive to the Secretary-General.

Secretariat

- 17.4 Health and safety will be a standard agenda item for each Secretariat staff meeting. The objective will be to encourage a shared approach to the identification and management of health and safety hazards and risks (both at the Secretariat office and while on fieldwork, and in the organization of PASAI events).
- 17.5 Hazards and incidents involving staff and participants in PASAI's activities will be recorded in the health and safety register (see *Appendix 1*), which will be discussed at each meeting and provide the basis for reporting to the Governing Board.

⁴ This does not extend to travel in the capacity as the Head of the SAI, even though representing PASAI.

- 17.6 Health and safety will be an item in PASAI's Risk Register, as both a governance and a management matter.
- 17.7 Health and safety risks will be factored into each annual review of PASAI's insurance arrangements.

Documentation

- 17.8 PASAI's employment agreements, and the template for consultancy agreements, will acknowledge PASAI's legal obligations, including the duties of staff in relation to health and safety, and this policy.
- 17.9 The position descriptions of those staff who have organizational responsibilities for PASAI events will require staff to understand PASAI's obligations to ensure that the health and safety of participants is not put at risk during the activity, and that they immediately report any hazards or incidents.

Travel arrangements and events

- 17.10 Before any staff member (including a consultant) travels outside New Zealand or country/city of residence for work purposes, there will be a discussion with the Chief Executive of any health and safety risks whether arising from the nature of the destination or the circumstances of the individual.⁵ The date of the discussion, any hazards or risks in relation to the mission, and the steps to be taken to manage them, will be recorded on the form set out in *Appendix 2*. The form may be retained as confidential to the staff member and his or her manager if it contains private information.
- 17.11 A health and safety check will be undertaken before each significant event (e.g. a Board meeting, or training event, etc) that is arranged or sponsored by PASAI (whether in conjunction with another organization, e.g. the local SAI, or otherwise). A checklist will be completed, using the form in *Appendix 3*.⁶
- 17.12 Completed forms will be retained for evidential and audit purposes. Any incidents that do occur during travel or an event will be recorded after the event in the Health and Safety Register, and appropriate action taken.

Work from home when the Secretariat office is temporary closed

⁵ In the event of travel by the Chief Executive, the discussion will take place with a Director or the Secretary-General.

⁶ The extent of PASAI's legal obligations, if any, in relation to an event will depend on who has the primary responsibility for organizing the event, including which organization (e.g. PASAI or the local SAI) enters the contract with the venue. However, under this policy the Secretariat will always undertake a health and safety assessment before the event and factor this into the event planning (to the extent the Secretariat is involved).

- 17.13 If the Secretariat office is closed, and staff are required to work from home, such as in the event of a pandemic or other adverse event, the Chief Executive shall develop a process and issue instructions and guidance relating to health and safety measures of staff. The Chief Executive may also liaise with the Office of the Secretary-General for further guidance and assistance.

Additional resources and guidance are available at www.worksafe.govt.nz to support PASAI staff and officers in ensuring health and safety at work.

SECTION V - EFFECTIVE DATE

The Policy is effective as of 4 April, 2016 in accordance with the Governing Board resolution of 11 February 2016 and confirmed by the Governing Board on 1 August, 2016.

SECTION VI - REVIEW DATE

The Policy was reviewed in November 2022 and is to be reviewed after two years from last review date.

SECTION VII - ISSUER

The Issuer of this Policy is the Chief Executive for PASAI.

SECTION VIII - CONTACT AND ACCESS

1. **Contact.** For questions relating to this Health and Safety Policy, please contact PASAI Secretariat at secretariat@pasai.org.
2. **Access.** The Policy can also be accessed at <http://www.pasai.org>

SECTION IX - RELATED DOCUMENTS

1. PASAI Charter
2. PASAI Incorporated Rules
3. PASAI Governance Code
4. PASAI Code of Ethics Policy
5. PASAI Conflict of Interests Policy
6. PASAI Financial and Asset Management Policy
7. PASAI Governance and Operational Policies

8. PASAI Gender Policy
9. PASAI Human Resources Policy
10. PASAI Guidelines for use of social media
11. PASAI Risk Management Policy
12. PASAI Communication Strategy

APPENDIX 1 – HEALTH AND SAFETY REGISTER



Pacific Association of Supreme Audit Institutions (PASAI)

Health and Safety Register

This register is designed to ensure that PASAI has visible, documented, and auditable systems and processes to meet the requirements of the Health and Safety at Work Act 2015 (NZ) and PASAI's Health and Safety Policy.

The register is maintained by the Office Coordinator and reviewed periodically by the Chief Executive. It also provides the basis for regular reporting to the Governing Board.

Part 1: Health and Safety Planning and review

Date of discussion	Event (staff meeting, Board meeting, etc)	Issues raised	Status

Part 2: Hazards and incidents

Hazard or incident	Date identified	Staff member(s) affected	Actioned Y/N	Residual issues?

Part 3: Travel and PASAI events

Date of travel	Staff member	H&S form signed/checklist completed Y/N?	Hazards or risks identified Y/N?	Status

APPENDIX 2: TRAVEL FORM



Pacific Association of Supreme Audit Institutions (PASAI)

Staff travel: Health and Safety Check

This form needs to be completed before any travel outside New Zealand by a staff member (including a consultant or contractor engaged by PASAI).

The objective is to ensure that PASAI as an organization, and the individual and his or her manager, is aware of any health and safety hazards or risks that could arise in relation to the travel, and reasonable steps taken to mitigate them.

Hazards and risks could include:

- The timing and length of the travel (including health risks that could arise from long flights).
- Any pre-existing conditions of the traveler (e.g., a health issue or a disability) that could impact on health and safety while traveling or at the destination.
- Any personal safety issues that could arise at the destination, whether from the nature of the country concerned (e.g. some Pacific Island countries are known to be unsafe), potential adverse weather events (e.g. cyclones in season), or the nature of the activities being undertaken (e.g. whether the activity will involve driving a vehicle or being out after dark).
- Any impacts of the travel on other work duties or obligations, including any potential source of workplace stress.
- The traveler and his or her manager are expected to have a discussion of any such risks before traveling. The discussion, and any issues, should be recorded on this form.

Note: privacy considerations

If any private information is included in the form, the form will be retained by the staff member concerned and his or her manager, who will advise the Office Coordinator of what information needs to be recorded in the Health and Safety Register.



Pacific Association of Supreme Audit Institutions (PASAI)

Travel Form – Health and Safety

Note: may contain private information

Staff Member:			
Details of Travel:	Departure Date:	Return Date:	Destination/s:
Purpose of Travel:			
Hazards and Issues Identified, and actions taken to mitigate them:			

We have completed a review of health and safety issues relating to this travel.

Signed - Staff member:

Manager:

Dated:

Recorded in Health and Safety Register: Date:

APPENDIX 3 – HEALTH AND SAFETY CHECKLIST



Pacific Association of Supreme Audit Institutions (PASAI)

Health and Safety Checklist – PASAI events

This checklist is designed to ensure that a “health and safety check” is undertaken before any PASAI-organized or PASAI-sponsored event is held outside PASAI’s premises.

The completed form must be reviewed by a manager and noted in the Health and Safety Register.

Part 1: Nature of the Event

What is the nature of this event (e.g. Congress, Board meeting, training)?	
Where will the event be held (country, venue)?	
Who has primary responsibility for organizing the event (e.g. PASAI, hosting SAI)?	
Who is responsible for contracting with the venue provider?	
If PASAI does not have primary responsibility, or is not contracting with the venue provider, then what is PASAI’s role in relation to the event?	
Who will attend the event (e.g. PASAI staff, SAI Heads or staff, others)?	
How many are expected to attend?	
Will the event include additional activities (e.g. excursions)?	

Part 2: Health and Safety Planning

Note: complete this checklist to the best of your knowledge. The answer may depend on whether PASAI is the primary organizer of the event. If it's not, please note the answer with "not primary organizer".

Are there any known or expected health and safety hazards or risks in relation to this event (e.g., safety or weather risks in the country where it is being held, adequacy of the venue, excursions, known issues with any persons attending)?	
Do those hazards or risks require: (a) taking up with the venue provider or the local SAI? (b) warnings or additional information for those attending? (c) contingency planning (e.g. postponement at short notice due to weather event)? (d) a health and safety action plan (which may, e.g., include making checks for hazards at the venue on arrival)?	
If PASAI is not the primary organizer: has the organizer (e.g. the hosting SAI) been asked to do a health and safety assessment in relation to the event, including any planned additional activities such as excursions?	
Are we reasonably satisfied that the primary organizer has taken account of health and safety risks?	
If PASAI is the primary organizer, AND/OR if PASAI staff will be working at the event: can we be satisfied that all reasonable and practical steps have been taken to ensure the health and safety of those attending, and/or of PASAI's staff?	
Other questions or issues (complete as necessary)?	

Signed by the Responsible staff member:

Reviewed by Manager:

Dated:

Recorded in Health and Safety Register: Date: