



HEALTH AND SAFETY POLICY

Policy Category	Date Approved	Review Schedule	Next Review
Governance / Stewardship	21 July 2026	2 Years	21 July 2028

1. Purpose

The Steve Farrelly Foundation is committed to providing and maintaining a safe and healthy environment for all persons involved in its activities.

This policy aims to:

- Protect the health, safety, and wellbeing of Trustees, volunteers, contractors, participants, and visitors.
- Prevent work-related injury, illness, and harm.
- Ensure health and safety risks are identified and managed appropriately.
- Meet the Foundation's obligations under the **Health and Safety at Work Act 2015 (HSWA)** and associated regulations.
- Promote a positive health and safety culture.

2. Policy Statement

The Foundation is committed to taking all reasonably practicable steps to ensure the health and safety of people engaged in, or affected by, Foundation activities. The Foundation recognises that health and safety is everyone's responsibility. All persons involved with the Foundation must take reasonable care for their own health and safety and the health and safety of others.

4. Responsibilities

Board of Trustees

The Board will provide leadership in health and safety matters, ensure appropriate resources are available to manage health and safety risks, monitor health and safety performance, review incidents and significant risks and ensure all legal obligations are met.

Contractors, Volunteers and Others

All Contractors engaged by the Foundation must comply with applicable health and safety laws, maintain safe work practices, identify and manage risks associated with their work, report hazards, incidents, and injuries occurring during Foundation activities and hold any licences, qualifications, or certifications required for their work.

All other persons involved with the Foundation must take reasonable care for their own health,

safety and wellbeing and report hazards, incidents, injuries, and near misses promptly.

5. Hazard and Risk Management

The Foundation will take a practical approach to identifying and managing risks including complying with the health and safety requirements of schools (where applicable).

Before undertaking any activities, organisers will carry out a health and safety review to identify potential hazards and implement suitable controls to eliminate or minimise risks and do all other things to comply with all applicable legislation.

7. Incident Reporting

All incidents, injuries, illnesses, hazards, and near misses occurring during Foundation activities should be reported as soon as practicable to the Chair or a Trustee.

Records should include date and location, persons involved, details of the incident, actions and improvements taken. The Board will review incidents and determine whether further action is required.

8. Emergency Situations

In an emergency, the Foundation will prioritise personal safety, contact emergency services where required by calling **111** and follow their guidance and notify a Trustee as soon as practicable.

9. Wellbeing

The Foundation recognises that wellbeing includes both physical and mental health. The Foundation encourages respectful behaviour, inclusion and diversity, reasonable workloads, open communication about wellbeing concerns and supportive volunteer and trustee relationships. Bullying, harassment, discrimination, intimidation, and unsafe behaviour will not be tolerated.

10. Health and Safety Concerns

Any person involved with the Foundation may raise a health and safety concern with the Chair or a Trustee. Reported concerns will be considered promptly and appropriate action taken where necessary.

11. Notifiable Events

Where the Foundation becomes aware of a serious work-related injury, illness, incident, or death that may constitute a notifiable event under the Health and Safety at Work Act 2015, the Board will ensure WorkSafe New Zealand is notified where required, relevant records are maintained, appropriate investigations are undertaken and corrective actions are implemented.

12. Training and Information

The Foundation will provide health and safety information appropriate to the nature of its activities. Trustees, volunteers, and contractors will be expected to:

- Understand relevant safety requirements.
- Participate in any necessary briefings.
- Follow event-specific safety instructions.

Given the Foundation's size, training will be practical and proportionate to the risks involved.

14. Policy Review

This policy will be reviewed every two years or sooner if required by changes in legislation, accounting requirements, or Foundation operations.

Signed:

A handwritten signature in black ink that reads "Trina Lincoln". The script is cursive and fluid, with the first name "Trina" and the last name "Lincoln" clearly legible.

Date: 21 July 2026