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| Tool 1: Health and Safety Policy Checklist  |

Use this tool to help you review, update and/or complete your health and safety policy.

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| **Does our health and safety policy state:** | **Yes** | **No** |
| 1. A commitment to comply with the HSWA, regulations, NZ standards and Approved Codes of Practice? |  |  |
| 2. Our PCBU commitment to health and safety? |  |  |
| 3. Worker responsibilities for health and safety? |  |  |
| 4. A commitment to engaging with workers, including union and worker representatives, on health and safety? |  |  |
| 5. A commitment to providing health and safety induction, training and supervision for all new and existing workers? |  |  |
| 6. A commitment to supporting continuous improvement in our health and safety performance? |  |  |
| 7. Workplace incidents, near misses and injuries are accurately reported, recorded and considered, and appropriately responded to. If appropriate, notified to WorkSafe NZ. |  |  |
| 8. The provision of support for the safe and early return to work of injured or ill workers? |  |  |
| 9. A commitment to ensuring that emergency plans and procedures are in place? |  |  |

Approved by: Date:

Next review date:

Actions arising from this checklist:

1.

2.