

## Montessori Aotearoa New Zealand Health and Safety of Personnel Policy / Kaupapa Here, Kaimahi Hauora

MANZ Council wants all employees to have a safe workplace and to know that our employees are able to carry out their duties in a way that ensures their health and well-being, both physical and mental. The Kaiwhakahaere matua as well as the Accounts and Administration Officer and Social Media Officer positions are home based for the majority of the time, and as such the Council needs to be sure their places of work pose no risks or hazards for themselves, or because of their home based work, to their family and any visitors.

To ensure this, we require that as much as possible, work activities should be kept separate from domestic or family activities.

The employee agrees to ensure that:

- their home workspace is arranged so that it is comfortable and ergonomically sound;
- all work equipment is properly installed and used in accordance with the manufacturer's instructions and good practice guidelines;
- electrical sockets and plugs are not overloaded, and that wires and cables are tidy and controlled;
- the lighting available is appropriate and sufficient for work activities;
- work-related information and data is kept secure, either in locked storage or by restricting access to work-related files on computers (eg by using passwords);
- working time is managed effectively, including taking appropriate rest and meal breaks.

The Kaiwhakahaere matua will be in regular communication with the Council appointed Tumuaki /Staff Liaison Officer to discuss any problems that arise from working at home.

The Administration and Accounts person will discuss any problems that arise from working at home with the Kaiwhakahaere matua.

Any sickness or injury or work-related health issues (eg disability, work-related stress) of the Kaiwhakahaere matua is reported promptly to the Tumuaki / Staff Liaison Officer as would happen if the employee was working in the workplace.

Any sickness, injury or work-related health issues (eg disability, work-related stress) of the Administration and Accounts Officer is reported promptly to the Kaiwhakahaere matua as would happen if the employee was working in the workplace.

Both parties, Council and staff, in accordance with the duty of good faith should be in frequent communication about the working arrangement, including communicating with each other about any issues or concerns arising from working remotely. If any serious issues do arise, then the parties should consult with each other about how these risks can be eliminated or minimised.

If a notifiable incident occurs when an employee is working remotely, as with an incident that occurs at the employer's premises, WorkSafe may conduct an investigation which would include visiting the site of the accident.

If WorkSafe investigate, they would likely consider what hazards/risks were present, what mechanisms were in place for eliminating or minimising such hazards/risks and what else could reasonably be done in relation to ensuring health and safety.

The role of the Kaiwhakahaere matua sometimes involves travelling away from home, extended hours and working on the weekend. In addition, when working from home, it is important to make sure regular breaks are taken. Managing work time versus down time needs to be considered to ensure a reasonable balance and taking into consideration own safety and well-being as well as the effects of fatigue. Consideration should be made to the way work is planned and scheduled, the time work is performed and that the amount of time worked can increase the risk of fatigue. MANZ Council reminds its employees to be mindful of taking appropriate rest and meal breaks and the value of small micro-breaks when working for extended periods of time at a desk or on a computer.

#### Personal car for work | Waka o ngā kaimahi

The Kaiwhakahaere matua is required to use their private vehicle for business purposes. A record must be kept of the mileage used and for what purpose and shared with the Tumuaki via google drive document. The mileage rate will be reimbursed at the recommended IRD rate.

Employees using their personal car for work must ensure that:

- they have a valid insurance policy that allows the use of the vehicle for business purposes;
- they hold a valid clean driver's licence;
- their car has a current warrant of fitness and current registration;

- they comply with the New Zealand Road Code and all traffic laws, rules and regulations as well as the conditions of the driving licence, for example, wearing glasses
- they avoid aggressive road behaviour
- they advise the president (or in the case of the Administration and Accounts Officer, Social Media Officer, the Kaiwhakahaere matua) of speeding tickets, crashes and breaches of traffic regulations
- they report all injury crashes to the police within 24 hours
- speeding is prohibited. Employees will be responsible for paying for their own speeding tickets.
- they can drive effectively at the time, for example, that they are not fatigued or affected by alcohol or drugs. Regular breaks should be taken when driving longer distances.

Tips for managing fatigue include:

- good time management: planning the trip to allow plenty of time to get to the destination
- getting plenty of sleep before a long journey
- knowing that caffeine, loud music and opening the windows are not solutions to feeling weary
- knowing the benefits of taking a short nap of around 20 minutes
- stopping driving immediately if sleepy
- eating sensibly during a long journey, which means staying away from high-fat, high-sugar foods
- consider an overnight stay if meeting times can't be adjusted for safety

In the event of an accident, when the car is being used for MANZ business, providing all the above criteria have been complied with, MANZ will pay any insurance excess arising from any claim up to \$1,000. Prior to a claim being placed, the president will be notified.

Reporting accidents or Sick leave | Ripoata i ngā aituatanga me ngā mauiuitanga  
Accidents and illnesses will be recorded in Xero.

The following two websites were used as a resource in the writing of this policy:

<https://www.sitesafe.org.nz/globalassets/guides-and-resources/best-practice-guides/fatigue-guidance-crsf.pdf>

<https://www.nzta.govt.nz/assets/resources/your-safe-driving-policy/docs/safe-driving-policy-booklet.pdf>