Holstein Friesian NZ

HEALTH AND SAFETY POLICY

October 2026

Introduction

The New Zealand Holstein Friesian Association trading as Holstein Friesian NZ ('HFNZ') recognises the importance of ensuring health and safety in the Workplace.

HFNZ is committed to the goal of providing health and safety systems in the Workplace that are recognised as best practice.

To meet this commitment and to lead by example, HFNZ shall:

- set health and safety objectives and goals and regularly review its performance
- ensure that it has the appropriate resources, materials and adequate training to provide a safe and healthy working environment
- ensure support for consultation and participation from all Workers in developing health and safety policies and procedures
- allow and encourage all employees, contractors, subcontractors, Field Staff, camp participants/guardians and camp staff to advise each other when procedures are not followed
- support and facilitate the safe return to work of injured Workers

HFNZ will take responsibility for health and safety procedures, however, all Workers need to be aware of their responsibilities and comply with this policy.

Each Worker is encouraged to play an active role in maintaining a safe and healthy Workplace, through complying with the rules and guidelines contained in this policy.

All employees, contractors, subcontractors, Field Staff, volunteers, visitors, event attendees, camp participants/guardians, camp staff and management of HFNZ have the responsibility of adhering to the rules and processes set out in this Health and Safety Policy.

Cherilyn Watson
Chief Executive Officer

1. PURPOSE AND SCOPE

1.1 **Purpose:** The purpose of this policy is:

- To promote safe and healthy working and risk awareness in all persons in the Workplace;
- To meet the requirements of the Health and Safety at Work Act 2015 and other relevant laws, rules, codes and guides that promote best practice in achievement of a safe and healthy Workplace;
- To identify the systems, policies and procedures that HFNZ has in place to manage health and safety in the Workplace.

1.2 **Scope:** This policy is applicable to all Workers and Officers, as well as volunteers who are not Workers, visitors, event attendees, camp participants/guardians and camp staff, wherever HFNZ's activities are undertaken, at all times at all worksites, both on and off HFNZ sites.

2. DEFINITIONS

2.1 **Act** – means the Health and Safety at Work Act 2015.

2.2 **Field Staff** – means Workers of HFNZ who are responsible for visiting and conducting on-site visits at farms. Field Staff typically work remotely, travelling to farms and other locations as needed, and may be required to work in varying weather conditions and physically demanding environments.

2.3 **Hazard** – means a potential source of death, injury or illness to a person, and includes a person's behaviour that has that potential, whether or not the behaviour results from physical or mental fatigue, drugs, alcohol, traumatic shock or another temporary condition that affects the person's behaviour (section 16 of the Act).

2.4 **Incident** – means any unplanned event in connection with HFNZ's work or activities (including a camp) that harms, or could have harmed, a person. It includes a Near Miss, minor incident and a Notifiable Event.

2.5 **Near Miss** – means an incident or unplanned event in connection with HFNZ's work or activities (including a camp) that did not harm any person but could have done so.

2.6 **Notifiable Event** – means any of the following events that arise from work (section 25 of the Act):

(a) The death of a person;
(b) A Notifiable Injury or Illness; or
(c) A Notifiable Incident.

2.7 **Notifiable Incident –** means an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to one of the events listed in section 24 of the Act (for example, an escape, spillage or leakage of a substance, an explosion or fire, an electric shock, the fall of an object from a height, or the collapse of a

structure).

2.8 **Notifiable Injury or Illness –** means an injury or illness that: (a) requires immediate treatment (other than first aid) and is an amputation, a serious head or eye injury, a serious burn, the separation of skin from underlying tissue (such as degloving or scalping), a spinal injury, the loss of a bodily function or a serious laceration; (b) requires, or would usually require, admission to hospital for immediate treatment; (c) requires, or would usually require, medical treatment within 48 hours of exposure to a substance; or (d) is a serious infection (including an occupational zoonosis, such as an infection from contact with animals, animal products or animal waste) to which carrying out work is a significant contributing factor (section 23 of the Act).

2.9 **Officer** – means a member of the HFNZ Board and any other person who holds a position that allows them to exercise significant influence over the management of HFNZ (for example, the Chief Executive Officer). It does not include a person who only advises or makes recommendations to them (section 18 of the Act).

2.10 **PCBU** – means a person conducting a business or undertaking, whether alone or with others, and whether or not for profit (section 17 of the Act). HFNZ is a PCBU.

2.11 **Worker** – means an individual who carries out work in any capacity for HFNZ, including as an employee, a contractor, consultant or subcontractor (or their staff), an apprentice or trainee, a person gaining work experience or on a work trial, or a volunteer worker. A volunteer is a volunteer worker only if they carry out work for HFNZ with its knowledge or consent, on an ongoing and regular basis, and the work is an integral part of HFNZ's undertaking. Some volunteer activities, such as fundraising, are excluded (section 19 of the Act).

2.12 **Workplace** – means a place where work is being carried out, or is customarily carried out, for HFNZ, and includes any place where a Worker goes, or is likely to be, while at work, including a vehicle (section 20 of the Act). For example, this includes a farm visited by Field Staff and the venue where a camp is held.

2.13 **WorkSafe** – means WorkSafe New Zealand established by section 5 of the WorkSafe New Zealand Act 2013.

3 HEALTH AND SAFETY OBJECTIVES AND PLAN

3.1 **The Objective:** HFNZ's objective is to act in accordance with its Health & Safety Policy to achieve and maintain best practice in respect of its health and safety in the working environment.

3.2 **The Plan:** To achieve the objective, HFNZ will implement and maintain the following plan. In meeting its commitment to a safe and healthy working environment HFNZ will:

(a) Strive to provide and maintain a safe and healthy working environment by implementing appropriate policies and procedures that educate and encourage the protection of its Workers and other persons in the Workplace;
(b) Establish and insist upon the use of safe practices, methods and equipment, and proper materials, at all times;
(c) Provide effective training for Workers as appropriate;

(d) Comply with all relevant health and safety legislation, regulations, and codes of practice;
(e) Support and encourage Worker consultation and participation in health and safety;
(f) Actively encourage the early reporting of any pain or discomfort;
(g) Support and facilitate the safe return to work of injured Workers;
(h) Ensure that all workplace Incidents and injuries are accurately reported and recorded and that all Hazards and risks are identified.

3.3 **Training:** HFNZ will ensure all Workers are trained in the use and understanding of these health and safety requirements and any other processes necessary for their health and safety in the Workplace or are supervised as required. Records of all training attended by Workers are kept on their personnel file.

3.4 **Induction:** HFNZ will:

(a) Ensure all new Workers (other than contractors and subcontractors) are formally inducted and that this induction provides knowledge and understanding of how health and safety is maintained.

(b) Ensure new contractors, subcontractors and their staff are inducted into HFNZ's health & safety processes, standards, and requirements before being permitted to work on its projects.

(c) Where a camp is undertaken, ensure all camp participants/guardians and camp staff are inducted into HFNZ's health & safety process, standards and requirements, alongside those of the venue hosting the camp.

(d) Keep records of all inductions. Employee induction records are kept on their personnel file.

3.5 **Personal Protective Equipment ("PPE"):** All Workers shall be equipped with and use all necessary PPE. Workers are expected to use the correct PPE appropriate for the job they are undertaking and to wear the PPE correctly.

3.6 **Hazard Management:** Section 30 of the Act requires any person that has a duty under the Act to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable. HFNZ strives to provide and maintain a safe working environment. A safe place to work requires effective Hazard identification and management.

3.7 **Hazard Reporting:** Workers are to use the Hazard Management document to report any Hazards the Worker has identified. Contractors, subcontractors and their employees/staff use their own reporting systems to report any Hazards identified during the course of their work, and collaborate with HFNZ on their management.

3.8 **Hazard Identification:** All Workers are required to proactively identify Hazards and risks. All Hazards and risks must be recorded and assessed to determine the level of risk and the control measures required. All Workers must actively implement control measures to manage the Hazards. The hierarchy of elimination and then minimisation is to be followed

when deciding what control should be implemented.

3.9 **Incident Reporting and Recording:** All Workers, volunteers, visitors, event attendees, camp participants/guardians and camp staff are responsible to accurately report all Incidents (including Near Misses) to HFNZ. Workers can do so by filling in an Incident Report Form. Contractors utilise their own reporting systems and must report all Incidents to HFNZ**.**

3.10 **Incident Investigation**: All Incidents shall be recorded and fully investigated to the extent necessary to enable a report that provides recommendations for corrective and preventative actions and identifies root causes. The aim of the Incident investigation is to identify root causes (system failures) that have contributed to the Incident and to prevent future similar Incidents. Actions identified during the investigation process to make improvements to the systems are monitored for their implementation and effectiveness.

3.11 **Moderate to Serious Incidents:** In the event of a moderate to serious injury to any person at a Workplace the following instructions must be followed:

(a) Use a mobile phone to make immediate contact with the relevant emergency service e.g. ambulance. Also immediately contact the Chief Executive Officer, to advise them of the emergency. At a camp, also immediately contact the camp leader.

(b) If required or appropriate, apply immediate assistance to the injured person.

(c) Ensure the site is easily visible, safe, and accessible for emergency services.

(d) If the Incident is a Notifiable Event, ensure the site is not disturbed until authorised by an inspector, except to assist an injured person, remove a deceased person, make the site safe, or as otherwise permitted by section 55 of the Act.

(e) Complete an Incident Report Form and, if the Incident may be a Notifiable Event, follow clause 3.13.

3.12 **Minor Incidents and Near Misses:** In the event of a minor Incident such as a hand cut, or a Near Miss, apply first aid as required, or seek medical assistance. In all cases record the Incident in the Incident Register and notify the Chief Executive Officer (or, at a camp, the camp leader).

3.13 **WorkSafe notification:** It shall be the Chief Executive Officer's responsibility to notify WorkSafe of any Notifiable Event as soon as possible after becoming aware of it, by the fastest possible means in the circumstances. If the Chief Executive Officer is unavailable, the most senior HFNZ person present must notify WorkSafe. If WorkSafe requires, written notice must be given within 48 hours of that requirement. An Incident Report Form shall be completed as soon as practicable after the Notifiable Event has occurred. A record of each Notifiable Event must be kept for at least 5 years from the date WorkSafe is notified.

3.14 **First Aid:** A first aid kit is available in the kitchen in the office. In respect of Field Staff, each member of the Field Staff has been issued with a first aid kit that should be kept in their vehicles at all times. If you administer first aid treatment to yourself or another person you are required to complete the First Aid Register.

3.15 **Injury Management and Rehabilitation:** HFNZ recognises the need and benefit of a

workplace based rehabilitation programme and is committed to maximise such benefits to the mutual advantage of both HFNZ and the Worker. Successful rehabilitation occurs when the injured Worker returns to their pre-injury duties. Successful rehabilitation entails:

(a) Ensuring the injured person obtains immediate treatment.

(b) Assisting the injured person to remain at, or return to, their pre-injury duties as soon as is safely possible after the injury by maintaining contact with:

- The injured person;
- The ACC Case Manager;
- Doctors and other medical providers in consultation with the ACC Case Manager; and
- Any other party that may assist in the rehabilitation process.

(c) Developing a return-to-work plan in consultation with the injured person, their medical provider, rehabilitation provider and the ACC Case Manager.

(d) Monitoring, evaluating, and documenting the progress and effectiveness of the rehabilitation programme and/or plan.

3.16 **Alternate Duties:** The provision of alternate duties will be considered in the rehabilitation of an injured Worker where feasible. It is important that the injured person fully understands any alternate duties provided are part of the rehabilitation process. Rehabilitation is not a means of obtaining advancement within the organisation. Alternate duties as part of a graduated return to work plan must be developed as soon as medically advisable after injury to reduce depression and social isolation and shall:

(a) Be consistent with medical advice;

(b) Be developed in consultation with the injured person, supervisor, doctor, rehabilitation co-ordinator;

(c) Be specific to the injured person, with written job tasks, indicating short term and long term goals and achievements, stating all restrictions and proposed tasks; and

(d) Include modification of the injured person's normal duties to avoid separation from their regular social and work environment.

3.17 **Continuous Improvement:** HFNZ is committed to continuous improvement from a health and safety perspective. This will be achieved by diligent application of the processes and other tools provided and by maintaining a proactive Health and Safety 'culture' in our organisation. All Workers must remain aware of the need to challenge and review processes with a view to finding better ways to maintain workplace health and safety. Workers must report all unsafe conditions to the Chief Executive Officer.

4 RESPONSIBILITIES

4.1 **Worker responsibilities:** All Workers have responsibilities for Health and Safety in the Workplace, from the Chief Executive Officer who takes overall responsibility, and all Workers who are responsible for working in accordance with this policy at all times. Workers shall

ensure that they follow reasonable and lawful instructions given by HFNZ relating to health and safety. Workers will:

(a) Take reasonable care for their own health and safety and ensure that acts or omissions do not adversely affect the health and safety of others.
(b) Undertake health and safety training relevant to their position.
(c) If required, seek assistance or advice about the safe method of completing work.
(d) Use and take care of any safety equipment issued to minimise the risk of harm.
(e) Contribute to Hazard identification, analysis, and control.
(f) If a Worker sees anything considered hazardous or there are any risks that are apparent in the Workplace, the Worker shall:
    a. Immediately notify the Chief Executive Officer and advise the relevant Team Leader or health and safety representative; and
    b. Add this to the Hazard Register; and
    c. Take action to prevent this Hazard from causing harm.
(g) Ensure that all Incidents are reported and recorded in the Incident Register.
(h) Assist with the investigation and resolution of any health and safety Incidents
(i) Be familiar with and follow HFNZ's reasonable health and safety instructions, including complying with this policy and all other applicable health and safety processes and procedures.

4.2 **Contractor, subcontractor, and consultant responsibilities:** Contractors, subcontractors, and consultants (and their staff) will:

(a) Ensure that all work is carried out in a safe manner and in accordance with the Act, relevant legislation and HFNZ's health and safety requirements.

(b) Ensure that they are aware of all relevant Hazards and risks, submit all required documents, and have all necessary training, licences, accreditations and/ or certificates of competency.

(c) Immediately and accurately report all Hazards, risks and Incidents to the Chief Executive Officer of HFNZ.

(d) Be familiar with emergency evacuation procedures, and consult, co-operate and co-ordinate with HFNZ on health and safety matters.

4.3 **Chief Executive Officer Responsibilities:** The Chief Executive Officer is responsible for ensuring compliance with emergency procedures, the provision of facilities such as first aid, for providing workplace Health and Safety advice and for ensuring the Board is kept advised of significant Health & Safety issues and Incidents. As Officers of HFNZ, members of the HFNZ Board and the Chief Executive Officer must exercise due diligence to ensure that HFNZ complies with its duties under the Act.

4.4 **Responsibilities for off-site visits:** All Workers (including Field Staff) and volunteers if required to perform duties offsite shall, upon arriving at the site, ensure they are aware of all Hazards or other risks to their health and safety, and if not, to make enquiries of the owner (or any other PCBU in control of the site) whether there are any Hazards or other risks to their health and safety that they are aware of which could compromise them being safe in the Workplace. If there are Hazards or other risks to their health and safety, they must contact the Chief Executive Officer immediately. If the Chief Executive Officer is not contactable they should

leave the site and not return until HFNZ is satisfied that the site is a safe place to visit.

4.5 **Field Staff responsibilities:** Field Staff members will:

(a) Have a fully stocked first aid kit in their vehicle at all times;
(b) Not be a passenger on either a two or four wheeled motorbike at anytime;
(c) Keep a correct fitting motorbike helmet in their vehicle at all times;
(d) If riding a motorbike while working for HFNZ, wear a motorbike helmet at all times;
(e) Ensure that all health and safety protocols are abided by, including at the National All Dairy Breeds Youth Camp.

4.6 **Visitor and Attendee Responsibilities:** Visitors, event attendees and other persons at an HFNZ Workplace will:

(a) Not put themselves or any other person at the HFNZ Workplace at risk.
(b) Comply with HFNZ's health and safety requirements.
(c) Immediately and accurately report all Hazards, risks and Incidents to HFNZ.

4.7 **National All Dairy Breeds Youth Camp**

HFNZ is committed to providing a safe and healthy environment for all participants, guardians, volunteers, staff and other persons attending the National All Dairy Breeds Youth Camp.

HFNZ will ensure that appropriate health and safety procedures, risk assessments and emergency arrangements are in place for the camp. All persons attending the camp must comply with the HFNZ Health and Safety Policy, the camp-specific Health & Safety and Camp Rules, the Code of Conduct, and all reasonable instructions provided by the camp leader and camp staff (appointed by HFNZ).

The camp leader is responsible for overseeing the implementation of camp health and safety requirements, including Hazard identification, Incident reporting and the promotion of safe practices and animal welfare throughout the camp.

HFNZ has overall responsibility for the camp. Other PCBUs may also have duties in relation to the camp, such as the owner of the farm or venue where the camp is held and any facility or camp operator. HFNZ will, so far as is reasonably practicable, consult, co-operate and co-ordinate activities with those PCBUs, including on site Hazards, inductions and emergency arrangements.

HFNZ will provide adequate first aid equipment for the camp and ensure that at least one person trained to administer first aid is present at all times during the camp.

Camp participants, guardians and camp staff must report all Hazards and Incidents to the camp leader immediately, and comply with this policy whether or not they are Workers. The camp leader will ensure that Incidents are recorded and reported to the Chief Executive Officer, and that any first aid given is recorded.

Specific health and safety rules may be put in place by HFNZ in relation to camps, which will supplement the requirements set out in this policy.

5 REVIEW

5.1 HFNZ will review Health and Safety processes to ensure they remain relevant and effective as follows:

(a) The HFNZ Board will review the Health and Safety Policy when a change is effected or at least once every two years.

(b) Health & Safety is included at each Board Meeting.

(c) Staff involvement by means of discussions of Health and Safety issues at team briefs.

(d) Annual formal review of the Hazard Management Process for effectiveness.

(e) Formal planned site inspections.

(f) Monitoring of contractor compliance.

FIRST AID REGISTER

This form is to be used to record details of situations where first aid treatment is administered.

Name of person treated	
Date of Treatment	
Time of Treatment	
First Aider	
Description of Injury	
Treatment Provided	
First aid items used	Reminder: replenish the first aid kit with disposed of items.

If a work-related Incident has occurred, please complete the Incident Report Form. If the Incident is a Notifiable Event notify the Chief Executive Officer immediately.

Hazard & Risk Management

Hazard	Risk rating		Practicable eliminate		All practicable steps to minimise		Controls required (including existing)		Person responsible	Date to be completed by	Completed to (date/initials)
			Yes	No	Yes	No					

Accident/Incident Investigation

PARTICULARS OF ACCIDENT/INCIDENT			
Date of accident M T W T F S S	Time	Location	Date reported

THE INJURED PERSON				
Name		Address		
Age	Phone number			
Date of accident		Length of employment · at plant		on job
TYPE OF INJURY:	□ Bruising	□ Dislocation	□ Other (specify)	Injured part of body
□ Strain/sprain	□ Scratch/abrasion	□ Internal		
□ Fracture	□ Amputation	□ Foreign body	Remarks	
□ Laceration/cut	□ Burn scald	□ Chemical reaction		

DAMAGED PROPERTY	
Property/ material damaged	Nature of damage
	Object/substance inflicting damage

THE ACCIDENT/INCIDENT	
Description	
Describe what happened (space overleaf for diagram · essential for all vehicle accidents)	
Analysis	
What were the causes of the accident/incident?	
HOW BAD COULD IT HAVE BEEN? □ Very serious □ Serious □ Minor	WHAT IS THE CHANCE OF IT HAPPENING AGAIN? □ Minor □ Occasional □ Often

Prevention			
What action has or will be taken to prevent a recurrence? Tick items already actioned Use space overleaf if required		By whom	When

TREATMENT AND INVESTIGATION OF ACCIDENT			
Type of treatment given	Name of person giving first aid	Doctor/Hospital	
Accident/incident investigated by	Date	WorkSafe notified YES / NO	Date