

17 September 2018

File Ref: 18/00539

Jem Traylen
fyi-request-8545-8f2b91af@requests.fyi.org.nz

Dear Jem Traylen

Thank you for your email of 21 August 2018 in which you requested the following information:

1. *Requesting additional documents referenced in your policies:*
 - *Health and Safety Management Policy for Worksafe workers*
 - *Incident Reporting, Recording and Investigation procedure*
 - *Hazard Management Procedure*
 - *Managing Trauma, Loss and Grief in the Workplace*
 - *Workplace Bullying Prevention and Response Procedure*
 - *Preventing and Managing Psychological Harm and Trauma*
2. *All key reports or memoranda relating to Implementing your strategic intention of "Strengthening our people and culture" Monitoring your internal health and safety performance in 2017/18*
3. *Your most recent annual review of Workplace Bullying policies and procedure*

We have considered your request under the Official Information Act 1982 (OIA). I will answer each question in turn below:

1. As requested, please find attached the following documents:

- WorkSafe Health, Safety and Wellbeing Policy
- DRAFT Incident, Near Miss and Harm Reporting
- Hazard and Risk Management Procedure
- Workplace Bullying Prevention and Response Procedure

Please note some of the titles of the documents referenced in the information previously released to you on 5 July 2018 have now changed:

- Health and Safety Management Policy for WorkSafe workers is now titled the *WorkSafe Health, Safety and Wellbeing Policy*
- Incident Reporting, Recording and Investigation procedure is currently being revised and we are releasing the *Draft Incident, Near Miss and Harm Reporting and Investigation* to you.

The *Managing Trauma, Loss and Grief in the Workplace* is a document that was prepared by an external party – Skylight. You can access this document online at: https://eapworks.co.nz/base/wp-content/uploads/assets/sky_trauma_handbook_promo_2.pdf.

The *Preventing and Managing Psychological Harm and Trauma procedure* is included in the *Psychological Harm and Trauma Policy and Procedure* that was previously released to you on 5 July 2018. The procedure is found on page seven onwards.

Please note that all documents relating to psychological harm are all in the process of being updated therefore some of the activities in the procedures may no longer be in place (e.g. the use

of Skylight for managing trauma) or have been enhanced by the use of Professional Supervision for some inspectors and other staff who are exposed to ongoing stressful situations.

2. We are releasing in full all key reports monitoring our internal health and safety performance for 2017/18 period. These reports go to our Senior Leadership Team and Board monthly.

The Psychological Harm measure (stress level indicator) that is used in the Monthly Health and Safety Performance reports comes from the annual staff engagement survey therefore you will see no change month on month. The number of psycho-social events are reported monthly and actively followed up. For confidentiality and privacy reasons, limited details are included in the report as it is widely distributed.

Strengthening our people and culture is a new strategic intention as of 2018/19 financial year. We are releasing our Statement of Intent (SoI) which provides you with information about the strategy. You can find the SoI here <https://worksafe.govt.nz/about-us/corporate-publications/statement-of-intent/1819-2122/>.

3. The Workplace Bullying Prevention and Response Procedure noted above is the updated version and is not due to be reviewed until October 2018.

Psychological harm as a result of traumatic events or workplace stress has been identified as a Critical Risk in WorkSafe. All Critical Risks are in the process of being assessed by an internal panel from across the business utilising the bowtie risk assessment and control model. This will identify any gaps in our controls which will then be addressed. There is active worker engagement and participation in this and all internal health and safety process development and monitoring.

As New Zealand's workplace health and safety regulator, we aim to lead by example in providing effective health and safety policies, procedures and practices for our people. We empower our people to make decisions about their personal and collective safety and health and wellbeing through our worker engagement participation and representation practices and agreement.

I hope this information is useful. If you require any further information please contact oia@worksafe.govt.nz.

Yours sincerely



Carol McNaught
General Manager – People and Culture