

Keeping people healthy & safe

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AOTEAROA

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Health and safety (H&S) isn't about paperwork and ticking boxes. It's a way of thinking and behaving to keep everyone safe and healthy at work. Every business is different, and you and your workers are the best people to spot risks and promote great H&S practices in your business. Take on an H&S mindset and you'll be in good shape.

Make H&S an everyday thing

H&S isn't a rulebook that sits on a shelf. It needs to be an everyday thing. Look around, identify risks with your workers, and look daily at what could influence the H&S of your work. Doing this will help H&S become second nature.

Take responsibility for things you control

Don't expect other people to make your work or behaviour safe. Take responsibility for what you can control. Everyone has a role to play, so talk about what each person can do to minimise risks as they work — including contractors.

Communicate openly and honestly

Regular H&S talks are essential for creating a strong H&S culture. Two-way communication is really important. Workers have to feel comfortable coming to you, and you to them. Approach people with a friendly and problem-solving attitude.

Get workers involved

Workers are well placed to identify risks and suggest safer ways of working. Getting workers involved will encourage them to take responsibility for H&S at work. So take the time to get their input.

Manage your risks

Prioritise those risks that could cause serious harm or injury. Always think about how you can realistically eliminate risks — and if you can't, then take steps to minimise them.

Learn from incidents

When incidents happen, take the time to review and learn from them. Talk with workers and contractors, take notes, change processes, do whatever is best to learn, improve and reduce the chance of it happening again.

Take a fresh look

When you do the same work day after day, it can be easy to miss risks. Regularly look at how you and your team are working. A WorkSafe visit is a great way to take a fresh look at how well you're doing and where you could improve.

For more information, see [Business.govt.nz](https://business.govt.nz)'s Health and Safety section.