



**PORT + CRANE
ACADEMY**
OF NEW ZEALAND

HEALTH AND SAFETY

POLICY

PCANZ is committed to monitoring and implementing a high standard of safe workplace practices. All working and learning environments will be compliant, safe and fit for purpose to ensure PCANZ learners, employees and Learning & Assessment Partners are not exposed to significant hazards while undertaking training and assessment.

All work-based training and assessment, including off-site practical components, are covered by PCANZ Health & Safety Management System (HSMS), as required by the Workforce Development Councils' Consent to Moderate and Review (CMR), specifically Waihangara Ara Rau CMR 003 and Hanga Aro Rau CMR 014.

PCANZ complies with the *Health and Safety at Work Act 2015* (HSWA) and all other relevant codes of practice and regulations. All PCANZ Health and Safety policies and procedures are reviewed regularly and as required by management, staff and any other relevant parties. Internal audits take place in staff meetings on an as needed basis to ensure that hazards and risks are identified and effectively managed or mitigated.

PROCEDURE

Monitoring and Annual Review

1. Health and Safety is reviewed regularly, findings recorded, and staff updated as necessary
2. The Health & Safety Management System is reviewed annually by the General Manager and governing members, or earlier if legislative or operational changes occur. The updated version is approved by the Board and disseminated to all staff and LAP's.
3. Feedback from learners about their workplace health and safety experience when training is gathered via post course surveys and included in the Health and Safety reviews.
4. Approved changes are communicated with staff and implemented by the General Manager
5. The required documentation is amended.

Health and Safety Management System

1. PCANZ have a Risk Management Policy and maintain a Hazard and Risk register and an Incident register
2. Reporting forms are to be completed following reporting of hazard, near miss, risk or incident, and action taken to identify and assess issues, with the purpose of eliminating or minimising risks to health and safety of learners and employees



3. The Hazard and Risk register and Incident register, will be reviewed regularly at the end of each quarter by the General Manager, for monitoring and identifying of trends and to mitigate future incidents

Training, Learning & Assessment Partners

1. Ensure PCANZ Learning & Assessment Partners use the PCANZ training policy
2. Employees, Learning & Assessment Partners, learners, contractors and visitors induction includes an introduction to the relevant Health and Safety policies and procedures, and outlines the responsibilities of each party as detailed in the responsibilities section below
3. Employees, Learning & Assessment Partners, learners, contractors and visitors share in the responsibility of upholding the Health and Safety policies and procedures
4. Learning & Assessment Partners and employees are required to report risks and/or incidents to PCANZ, following the health and safety management plan, as soon as practicable
5. PCANZ ensures that Learning & Assessment partners, learners and employees have the knowledge and skills to fulfil their responsibilities and provides supervision for learners and employees where there is a lack of knowledge, policies / procedures or experience.

Consent to Moderate and Review requirements

1. All learners to be adequately trained to meet the requirements of health and safety legislation which includes the safe use of all plant equipment, and where relevant, knowledge of approved codes of practice which include [Approved Code of Practice for Cranes](#), and [Approved Code of Practice for Load Lifting Rigging](#), as per CMR 003 Criterion 1, Development and evaluation of teaching programs
2. All off-site practical or work-based components of delivery and assessment are to adhere to PCANZ Health and Safety policy and procedures (Health & Safety Management System), ensuring safe working environments for the learners, as required under CMR 003 and CMR 014 Criterion 6
3. For the Stevedoring and Ports qualifications, PCANZ must have documented arrangements with a port company to ensure that learners have access to practical experience in an operational situation where appropriate, as required under CMR 014, Criterion 6
4. For the Cranes qualifications, PCANZ must provide evidence of access to the facilities in the form of a copy of the memorandum of understanding or other written agreement with the employer, as required under CMR 003, Criterion 6

Crane Company/Training Site

1. All training and assessment at a Crane Company or Training Site is subject to PCANZ Health and Safety policy and procedures
2. For every new Crane Company or Training Site, PCANZ will work with the Learning & Assessment Partners to develop individual site safety plans for safely managing training on site, provided the crane company does not have suitable Health and Safety plans in place already or where their plans are insufficient
3. The assigned Learning & Assessment Partner must confirm that the site's Health and Safety plan is fit for purpose before training or assessment begins. Where gaps are identified, a supplementary PCANZ safety plan will be co-developed.
4. PCANZ will ensure a Health and Safety site induction is undertaken for all visitors with daily hazards noted and updated
5. PCANZ will provide a suitable and safe learning environment, with access to toilets and suitable classroom facilities

RESPONSIBILITIES

Governing Members

- Engage with employers, Learning & Assessment Partners and learners to manage risks associated with the work and learning activities to ensure established health and safety practices and procedures are followed
- Develop, monitor, audit, review and maintain policies on Health and Safety

General Manager

- Establish and maintain Health and Safety policies and procedures
- Advise on workplace health, safety, well-being and risk management matters
- Provide assurance to PCANZ stakeholders
- Ensure all CMR Health and Safety requirements are met and adhered to
- Work with Learning & Assessment Partners to ensure all work sites meet training health and safety requirements and create H&S Plan (if required)
- Communicate and implement changes to the Health and Safety policy, as required

Learning & Assessment Partners, workers, learners, visitors and contractors

- Adhere to all health and safety policies and procedures
- Ensure the health and safety of all learners at all times. If in doubt, stop work, and call the General Manager to discuss potential issues / hazards
- Take reasonable care to ensure their own safety while at work and the health and safety of others

