

06

REFERENCE CARD

Find out, at a glance, where you can get advice, support or help from Day One.

SAFETY, HEALTH & WELLBEING

HE WAKA EKE NOA

Our commitment to our people is represented in this whakataukī (Māori proverb) which translates as “everybody in one canoe with no exception”. This acknowledges the importance of everyone across the whole organisation; values different roles and skills needed in different parts of the waka working together; and affirms every person belonging and being protected within a unified purpose. Nothing is more important than our people.

ROLES & RESPONSIBILITIES

What are my responsibilities?

As a worker for Fire and Emergency New Zealand you have responsibilities to:

- look after your own safety, health and wellbeing as far as you can
- take care that the things you do and things you don't do will not cause harm to the safety, health and wellbeing of others
- follow instructions from Fire and Emergency New Zealand as far as you can
- work within policies or procedures of Fire and Emergency New Zealand relating to safety, health and wellbeing that you have been notified about.

We all share responsibility for reporting accidents, injuries and near miss events and for engaging and speaking out when we have concerns.

What are leaders and managers responsible for?

Leaders and managers are responsible for:

- the safety, health and wellbeing of their people as far as their influence or control extends
- consulting, cooperating, and coordinating with agencies and others we work alongside

- listening to and valuing their people to build workplaces that support their psychological wellbeing and learning.

REPORTING

How do I report a workplace injury, near miss, hazard, or psychological concern?

In the same way you do now. For example, through your officer, manager, PRFO, CFO, or fire controller – whichever is applicable.

If you are currently using AERIK (the Accident and Event Reporting and Investigation Kiosk) for recording events, keep using it – a new system is coming later in 2017.

You can also contact the Transition Helpdesk on: 0800 232 015 or support@fireandemergency.nz if you can't get hold of your manager or officer.

What happens next?

For all employees: Fire and Emergency New Zealand will be an ACC-accredited employer in the same way NZFS is currently. So any work-related injury will be reported to the Injury Management Unit Team which will manage and support your treatment, rehabilitation and safe return to work.

For all volunteers: If you have injuries related to Fire and Emergency New Zealand work activities, ACC will support your injury and recovery. If you have lost time from your usual employment, you can apply for reimbursement of the first week of lost time and a 20% top up payment for further time lost, from Fire and Emergency New Zealand.

This service is available to rural and urban volunteers. Contact the United Fire Brigades' Association who administers this process. Find out more on ufba.org.nz or phone 04 237 0265.

The logo consists of the letters '6a' in a bold, white, sans-serif font, centered on a red rectangular background. This red background is part of a larger graphic that includes a blue rectangle to the left and a yellow rectangle below it.

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SUPPORT

How do I get help and support?

You can get help and advice through your officer, manager, PRFO or CFO.

You can also contact the Safety, Health and Wellbeing Team directly. Region SHW Advisors, the National Welfare Liaison Officer, and the National SHW Manager, are all available to help you or your manager with information and advice.

From 1 July, if you have any concerns about your psychological wellbeing, or the wellbeing of one of your work mates, we can arrange confidential help for all personnel, as a priority.

More information about a range of support initiatives – such as the Hauora Health Monitoring Programme, vaccinations, workplace assistance programmes, peer support, Critical Incident and Personal Stress Support – is available through the SHW Team.

The SHW team's names and contact details are available from the Day One section of fenzproject.co.nz, and on the new intranet. You can find out more by going to the SHW 'Quick Link' on the intranet home page.

You can also contact the Transition Helpdesk on: 0800 232 015 or support@fireandemergency.nz

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Are we getting a SHW technology system?

Yes, a technology support solution is in the final stages of development, with input from representatives from all parts of the organisation.

It will be more accessible and easier to use, and will help you meet your SHW responsibilities.

The system will cover reporting of work-related injuries, illnesses and near miss events, investigations, and reporting of hazards with information on control measures.

The first modules will be available to everyone no later than December 2017. Other modules including safety observations, contractor management, auditing, and claims management will be introduced during 2018.

If you are currently using AERIK (the Accident and Event Reporting and Investigation Kiosk), keep using it in the meantime to report SHW events.

STRATEGY

Who has okayed this approach?

The new Fire and Emergency New Zealand Safety, Health and Wellbeing (SHW) Strategy and Policy Commitment have been approved by the Board. The approach has also been endorsed by each of the five unions and associations that represent Fire and Emergency New Zealand personnel.

Where can I get a copy of the SHW Strategy, and supporting information?

Your leaders and managers will have copies to discuss with you as soon as possible. What you need to know for Day One is on fenzproject.co.nz

All safety, health and wellbeing information and tools will be available from a 'Quick Link' on the new intranet homepage.

Check out the Day One section of fenzproject.co.nz, or talk to your leaders or business services people, for more information. From 1 July, you can also contact the Transition Helpdesk Team on 0800 232 015 or support@fireandemergency.nz with questions about HR, pay, fleet management, property, safety, health & wellbeing, etc.