

RUAMĀHANGA FARM FOUNDATION – HEALTH AND SAFETY POLICY

Reviewed: July 2025	Next review: July 2027
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POLICY STATEMENT

Outcome statement

1. Ruamāhanga Farm Foundation (RFF) is committed to providing healthy and safe working environments for our workers, communities, volunteers, visitors and customers.

Scope

2. All people who work for RFF, including contractors, volunteers and participants in RFF activities (**RFF people**) are expected to be familiar with this policy, its associated procedures and protocols and abide by them.

Responsibilities

3. The Trustees are responsible for ensuring that all health and safety procedures are implemented and available to all staff, contractors, volunteers and parents.
4. RFF operates from Ruamāhanga Farm and in other locations in and around the Ruamāhanga river. RFF acknowledges that it is a PCBU and has overlapping health and safety duties with other PCBUs, including, but not limited to the DJ Riddiford Ruamāhanga Trust, Rimawaka, which farms Ruamāhanga Farm, schools and other landowners.

Expectations

5. The Trustees must:
 - a. develop appropriate procedures to meet health and safety requirements as required and appropriate to RFF.
 - b. comply with relevant legislative requirements and responsibilities.
 - c. so far as is reasonably practicable, to co-operate, co-ordinate and consult with other PCBUs about the duties shared in relation to the same matter.
 - d. make available professional development, resources and/or advice to ensure all RFF people can carry out their roles in terms of this policy.

- e. Continually improve all aspects of our health and safety performance.
- f. Promote physical, mental and emotional health so that RFF people can work and participate in our programmes safely and sustainably.
- g. make this policy available on the RFF internet site or available on request.
- h. ensure that volunteers, staff and contractors engaged in delivering its programmes are appropriately trained.

Monitoring

- 6. This policy and compliance with it will be on the agenda for each quarterly meeting of the Trustees. A special meeting of the Trustees will be held if any issues arise under this policy, or relating to compliance with this policy.

Legislative compliance

[Health and Safety at Work Act 2015](#)

Related policies

[Ruamāhanga Farm Foundation – Child Protection Policy](#)

PROCEDURES

- 7. RFF will maintain a risk register, which will be updated if required because of new risks or new activities.
- 8. RFF will work with schools to undertake RAMS for school visits.
- 9. RFF will manage activities according to their risk, with a strong focus on critical risks.
- 10. In the event of a health and safety incident, RFF will:
 - a. ensure the immediate safety of everyone involved in the incident.
 - b. Create an initial report of the incident.
 - c. Fill in an incident form. This should include the names of the people involved in the incident, a detailed description of what occurred and any injuries or damage caused.
 - d. Collect any required photographic or video evidence.
 - e. Carry out a more in-depth investigation if necessary. This may involve interviews of people involved and analysis of equipment.

f. Create a corrective actions report to help develop actionable steps to reduce the likelihood of similar incidents occurring in the future.