

# Rotorua Airport –Health and Safety Policy

## Policy #18

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**Date Approved:** 16 February 2023

**Next Review Date:** 16 February 2024

**Person Responsible:** Chief Executive

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### 1. Purpose

1.1 The purpose of this policy is to ensure that:

1.1.1 Rotorua Airport demonstrates full commitment to Safety Management practises, in support of our key strategic priority to “be a safe airport”;

1.1.2 Resources are available to ensure all workplace activities are done safely; and

1.1.3 The requirements of relevant legislation and standards are met.

### 2. Scope

2.1 No matter their role, everyone has a primary duty of care for their own health and safety in the workplace, and to ensure their actions / inactions do not compromise the welfare of others.

2.2 This policy applies to all Airport staff while they are “at work”, no matter where that work is being conducted. It also extends to tenants, contractors, and other airport visitors or affected parties as workers and guests, either on Airport-owned property or in the surrounding airspace to the extent of RAL influence.

2.3 The Chief Executive and Board have ultimate responsibility for the safe operation of the Airport.

### 3. Application

3.1 Rotorua Airport has a Safety Management System (SMS) that was originally certified by the CAA in May 2020. This is an integrated management system designed to ensure compliance with all relevant Health and Safety legislation including the Civil Aviation Rules and Health and Safety at Work Act 2015 (HSWA). It applies equally in both the aviation and general workplace / landside environments.

3.2 The Safety Management System is supported by other expositions, manuals, forms, registers and Standard Operating Procedures with various ‘owners’ as appropriate. The SMS interfaces with other business systems with effect throughout all levels of the organisation.

## 4. Policy

- 4.1 At Rotorua Airport, safety is not just a matter of compliance; it is considered to be an integral part of everything we do.
- 4.2 Rotorua Airport's vision is to generate a positive and inclusive Safety Culture that enhances all aspects of operations at the Airport. Through proactive Safety Management practises and continuous improvement initiatives, the Airport will aim to achieve excellence in safety performance, thereby setting industry best practise standard.
- 4.3 RRAL's Safety Culture is defined as:

“Shared values, actions and behaviours that demonstrate a commitment to safety over competing goals, demands and commercial gain.”

## 5. Commitment

- 5.1 The Board will:
  - 5.1.1 Establish and maintain an effective health and safety governance culture whereby safety remains a key priority;
  - 5.1.2 Exercise due diligence to ensure RAL complies with its health and safety duties and obligations;
  - 5.1.3 Provide leadership by driving policy, including setting the direction for health and safety management and performance; and
  - 5.1.4 Ensure that the SMS is implemented effectively.
- 5.2 The CE will ensure that Rotorua Airport:
  - 5.2.1 Engages fully with all aspects of the Safety Management System (SMS) and prioritises safety management activities to ensure Rotorua Airport is a safe workplace;
  - 5.2.2 Has resource and expertise for SM activities to be undertaken effectively;
  - 5.2.3 Empowers all staff, tenants and visitors to question and speak up about suboptimal safety-related factors. Ensure organisational pressures do not contribute to safety related incidents by leading people to continue against their better judgement.
  - 5.2.4 Encourages reporting of accidents, incidents, near misses, hazardous situations or health issues to ensure we learn and improve together. To that end the Airport will operate under an open reporting culture (Just Culture) where individuals submitting reports are not afraid of disciplinary action due to occurrences that result from errors or mistakes;
  - 5.2.5 Identifies and manages safety risks in a proactive and timely manner. This requires elimination of hazards where possible, and mitigating the remaining safety risks so far as is reasonably practicable;
  - 5.2.6 Works with other stakeholders to manage shared risks;
  - 5.2.7 Ceases any activity that does not comply with the SMS and RAL's health and safety regime;
  - 5.2.8 Monitors, measures, records, audits and continuously improves its safety performance; and
  - 5.2.9 Complies with or surpasses legal requirements and industry standards.
- 5.3 All other staff, tenants, contractors and guests must ensure they:
  - 5.3.1 Actively participate in safety management initiatives;
  - 5.3.2 Comply with all reasonable safety-related instructions;

- 5.3.3 Cease any activity that does not comply with the SMS and RAL's health and safety regime;
- 5.3.4 Bring any health and safety concerns, including accidents, incidents and hazards, to the attention of management in a timely manner; and
- 5.3.5 Do the right thing. Act responsibly even when no one else is watching.

**6. Disciplinary Action**

- 6.1 Occasionally there may be situations where disciplinary action is considered in response to rule breaches or other safety-related incidents. In acknowledgement that disproportionately heavy punishment is detrimental to safety performance by encouraging people to 'hide' or 'cover up' adverse events, Rotorua Airport undertakes to apply "Just Culture" processes to determine whether and to what extent any disciplinary action should be administered. Often, incidents occur for unintended reasons or organisational factors beyond the scope of influence of the affected individual, therefore a learning and education-based approach is desirable in these situations. Serious offending such as Sabotage, Recklessness or Rule Breaking for Personal Gain will not be tolerated.

Policy End

I \_\_\_\_\_ acknowledge that I have read and understand the above policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_