



Board Wellbeing, Health and Safety Charter

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Objective

This charter sets out the Boards role in assisting Meteorological Service of New Zealand Limited (MetService) to meet its objective of ensuring a high level of wellbeing, health and safety at its workplaces.

Purpose

The Board has a core governance role that requires strong leadership and oversight on all matters relating to wellbeing, health and safety.

The Board is committed to supporting MetService to implement, promote and maintain systems and frameworks that take all reasonably practicable steps to ensure the wellbeing, health and safety of all employees, contractors and visitors within MetService offices and sites.

Responsibilities

Wellbeing:

MetService has adopted Te Whare Tapa Whā as its wellbeing framework to ensure a holistic approach to wellbeing. This framework recognises the importance of balancing the following wellbeing dimensions:

- Taha Wairua (Spiritual Wellbeing)
- Taha Hinengaro (Mental and Emotional wellbeing)
- Taha Tinana (Physical Wellbeing)
- Taha Whānau (Family Wellbeing)

At MetService Taha Wairua (spiritual wellbeing) is supported through the provision of a respectful environment where mindfulness and kindness are encouraged, bullying is unwelcomed, and diversity and inclusion embraced. Taha Hinengaro (mental and emotional wellbeing) is supported by creating a safe working environment where positive mental wellness is promoted and where mental health concerns are effectively addressed without discrimination. Taha Tinana (physical wellbeing) is recognised as making an essential contribution and efforts to promote and support the development and maintenance of good physical health habits. It recognises that the mind and body are inseparable. Taha Whānau (family wellbeing) ensures that the wider family and community are included in wellbeing plans, and connections inside and outside the work environment are promoted.

The Board will provide the necessary leadership and policy to ensure MetService meets its obligations under all applicable health and safety laws, regulations, rules, standards, guidance and codes of practice, including the Health and Safety at Work Act 2015 and its amendments (Health and Safety Legislation), which includes taking reasonable steps to:



- Ensure the company has an effective wellbeing culture and future strategy.
- Understand the nature of the Te Whare Tapa Whā framework.
- Ensure the availability of resources and processes for the Te Whare Tapa Whā framework.
- Acquire, and keep up to date, knowledge of MetService’s wellbeing goals and targets.
- Ensure that MetService has appropriate processes for the Wellbeing system, including monitoring health and safety information and compliance under Health and Safety Legislation.

Health and Safety:

The Board, as officers of MetService, will exercise due diligence to understand MetService’s operations and health and safety risks to ensure that those are managed so that MetService complies with its obligations under Health and Safety Legislation, which includes taking reasonable steps to:

- Ensure MetService has an appropriate health and safety culture and future strategy.
- Ensure MetService has appropriate processes for compliance with MetService’s Health and Safety Management System.
- Gain an understanding of the nature of MetService’s operations and generally of the hazards and risks associated with those operations.
- Ensure that MetService has available for use, and uses, the appropriate resources and processes to eliminate or minimise risks and to comply with health and safety obligations.
- Set clear requirements for the Chief Executive to ensure they deliver a successful Health and Safety Management System.
- Monitoring MetService’s performance and that of management according to safety goals and targets.
- Ensure there are appropriate processes for receiving and considering information about incidents, hazards and risks, and for responding to that information in a timely way.
- Demonstrating leadership by asking, listening, understanding and acting to create a health and safety culture.
- Ensure that MetService has appropriate processes for monitoring health and safety information and compliance with Health and Safety Legislation.
- Acquiring and maintaining up-to-date knowledge about health and safety matters.
- Support worker participation and engagement in MetService’s health and safety management strategy by seeking assurances from Management that workers’ views are sought and considered as part of the decision-making process.
- Ensure there are processes for complying with any other duty the Board sees fit and that these are implemented.
- Check that these resources and processes are in place and being used.



Review of the Charter

The Board will review the objectives and responsibilities set out in this charter annually to ensure it adequately sets out the Board's governance role and MetService's commitment to a well and safe workplace.

Last Review: September 2022

Next Review: September 2023

