



Health and Safety Policy

1 Purpose and Objective

The Health and Safety at Work Act 2015 (HSWA) imposes legal obligations on people conducting any business activity in New Zealand. Voluntary organisations that do not have employees are not covered by the HSWA. Neither the organisation or its officers have any liability or risk under the HSWA.

The New Zealand Society of Actuaries (the Society) does not currently have any employees so is not covered by the HSWA. However the Society believes that it is important to actively take steps to protect the health and safety of those affected by its activities, in order to protect the Society's volunteers and users of its services, to protect the Society's reputation and to limit the risk of negligence claims for property damage or personal injury.

This Policy sets out how the Society takes prudent steps to protect health and safety.

2 Scope

This Policy applies to all Members, the Chief Executive and the Secretariat.

3 Definitions

Constitution means the Constitution of the New Zealand Society of Actuaries (Incorporated).

Event means a physical meeting of 2 or more Members or external delegates that is arranged by the Society. This excludes informal meetings of members where NZSA matters may be discussed and regular stakeholder meetings.

Member means a person or entity who becomes a member of the Society in accordance with the Constitution.

Safety Officer means the person responsible for the health and safety of all persons in attendance of an Event organised by the Society. Every Event should have a designated Safety Officer, who may be the organiser of the Event or a person that the organiser has assigned.

4 Expectations for Contractors

The Society expects that its contractors will:

- take reasonable care for their own health and safety
- take reasonable care that what they do or do not do does not adversely affect the health and safety of other persons



- cooperate with any reasonable health and safety policy or procedure that has been notified to them

5 Event Safety

The Society undertakes a range of Events from its biennial conference to small member meetings. This policy does not provide a prescriptive approach to Health and Safety as these may vary greatly between Events. However the Safety Officer should consider measures that are appropriate for the nature, size and duration of the Event.

5.1 Hazard Identification

The Safety Officer should ensure that all reasonable hazards at the Event are identified and assessed. Some common hazard areas are:

- Event location
- Event duration
- Physical layout
- Event activities
- Tools and equipment
- Alcohol consumption

5.2 Risk Assessment

When the hazards for the Event have been identified, an appropriate level of risk assessment for each hazard should be carried out by the Safety Officer.

To assess the risk from hazards at the Event, the Safety Officer should consider:

- who might be exposed to the hazard
- how often the hazard is likely to cause a risk (for example, whether the hazard is present all the time, only at certain times, or rarely)
- what the possible consequences of the hazard are (for example, how severely might someone be harmed if the hazard happens)
- how likely the consequence of the risk is

It is important to consider how hazards and risks might interact with each other.

5.3 Risk Management

The Safety Officer must take reasonably practicable steps to eliminate or minimise risks to health and safety.

If it is not reasonably practicable to eliminate a risk, they must minimise the risk so far as is reasonably practicable. This means using control measures to:

- reduce how severe the harm is if people interact with a hazard



- reduce the chance of people interacting with a hazard

Risk management should be appropriate for the nature of the Event. This may range, for example, from a written plan through to relying on the health and safety procedures put in place by a host.

Throughout the Event, the Safety Officer must make sure that, as appropriate:

- control measures to manage risks are being applied
- control measures are effectively managing risks
- new risks that need to be managed are identified and controlled
- Event safety guidelines are clearly communicated to participants

5.4 Emergency Response Plan

The Safety Officer should ensure that there is an appropriate emergency response plan in place. The plan should be Event specific and should address (where appropriate):

- what is considered an emergency
- how participants will know what to do (e.g. how will information on procedures be shared)
- location of fire extinguishers, fire blankets and first aid kits
- communication structure and line of command in an emergency
- location of on-site emergency control and evacuation areas
- nearest hospital and contact details
- a process to ensure the wellbeing of any vulnerable persons in the Event's care

6 Online Safety

The Society does not tolerate cyberbullying or harassment on online platforms. The Society's Communications and Publications Policy sets out the approvals necessary for posting on the Society's Linked-In page, and the Society's Facebook Group rules, which any member of the Facebook Group must agree to abide by.

7 Reporting

The Chief Executive will report in the CE Report to Council on Safety Officers assigned for specific events and any significant health and safety matters arising.

8 Roles and Responsibilities

Role	Responsibility
Council	Approves this Policy
Chief Executive	Owns this policy and is responsible for its communication



Role	Responsibility
Events Committee Convenor	Responsible for ensuring that a Safety Officer is assigned for all Events excluding the biannual conference
Conference Committee Convenor	Responsible for ensuring that a Safety Officer is assigned for the biannual conference
Safety Officer	Responsible for the health and safety of all persons present at an Event organised by the Society

9 Policy Review and Administration

Policy Owner: Chief Executive

Effective Date: 03/06/2025

Version: 1.0

Review Process: This policy is reviewed every 3 years by the Chief Executive. Note that this Policy will require review should the Society have any employees, as the Society will then have obligations under the HSWA.

Next review date: 06/2028

Change History:

Version	Approval Date	Summary of Changes
1.0	03 06 2025	New policy

This policy was approved by Council on 3 June 2025.

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President

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Secretary