

Health and Safety @ Southern Cancer Society



Understanding Health and Safety

Physical Safety

Preventing accidents, injuries and managing workplace hazards



Mental Wellbeing

Addressing stress, workload and psychological safety

Hazard & Risk Management

Identifying, assessing and controlling workplace risks



Site Safety

Ensuring our tools and equipment are safe and used safely

Workplace health and safety encompasses several key components, all underpinned by legal obligations that we must fulfil to protect our kaimahi, volunteers, clients and visitors.

Everyone's Responsibility

Cancer Society

Set the tone and prioritise safety through policy development, resource allocation, and visible commitment to health and safety principles.

Managers

Implement safety procedures, conduct risk assessments, ensure proper training, and address concerns promptly and effectively.

All Staff and Volunteers

Follow safety procedures, report hazards, participate in training, look out for colleagues, and suggest improvements to safety systems.



Incidents, Hazards & Near Misses

Risks and Hazards

Something new that could cause harm.

We start storing boxes on the floor or storing things too high.

Incidents

When something actually happens.

Could be minor, like tripping over a box, or major, like a vehicle incident or something that requires medical attention

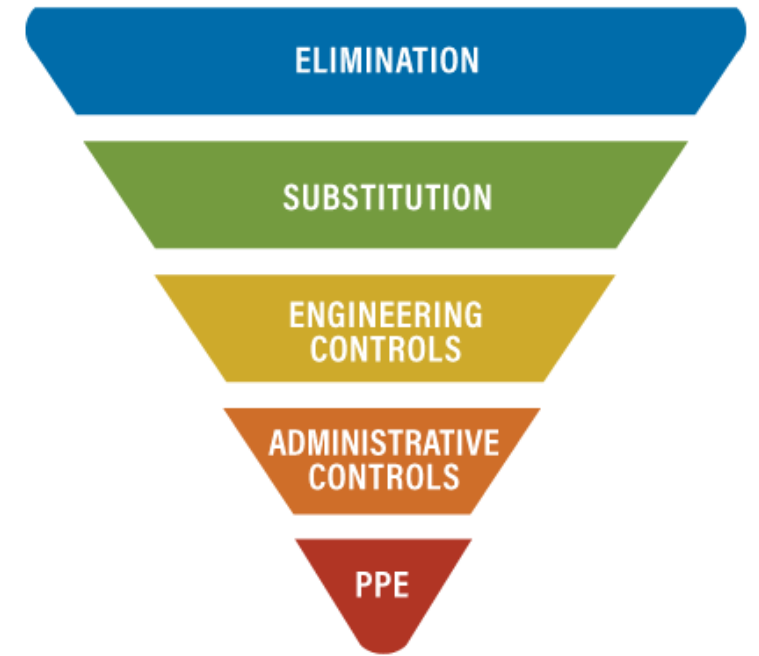
Near Misses

An 'almost' incident.
When something could have happened but didn't.

Almost tripping over the box but seeing it just in time.

Hierarchy of Controls

Most effective



Least effective

Reporting Incidents and Concerns



What to Report

- New hazards and unsafe conditions
- Near misses and actual incidents
- Equipment failures



Why Report

- Prevents future incidents – it keeps you safe!
- Identifies systemic issues
- Improves workplace for everyone
- Fulfils legal obligations



How to Report

- **Please inform your Community Coordinator or Retail Manager**
- **Providing the what, when, who and how of the incident or concern.**
- **This information will be reported to the People Experience Team by the staff member.**
- **Any follow up or further actions will be made accordingly.**

Our Quick Links

[Our Key Contacts](#)[Policies & Procedures](#)[Compliments and Complaints...](#)[Brand Assets](#)[Health & Safety](#)[Cyclone IT Support](#)[Payroll](#)[Business Card Application](#)

Reporting health and safety related hazards, risks and incidents is important! When we know about something, we can put steps into place to minimise the risk or prevent it from reoccurring. If you see something that could cause harm, you almost had an accident (but didn't!) or if there's been an incident or injury it's important to report it! Once you've let your leader know, let us know by filling out one of the below.

Report a Risk or Hazard

If you've spotted something new that could cause harm, report it! But first, do what you can to make sure the risk or hazard can't hurt anyone.

Report a Near Miss

An almost incident, where something could have happened, but didn't! For example, someone almost tripping on a bag. Reporting near misses helps us to fix things before something more serious happens.

Report an Incident or Injury

When something actually happens! Any incident or injury, that could be minor like tripping over a bag or a getting a paper cut, to something more major like a car accident or an injury that requires medical attention.

I've reported something - what happens now?

Firstly, thanks for letting us know! Everything that you report makes a difference. Once you've clicked submit, the People Experience team will be notified.

Report a Risk or Hazard

It's important we know about any new potential risks or hazards, so that we can ensure our team is safe. Use this form to report a risk or hazard that you have seen. If you can, ensure the hazard is made safe (if you can do this safely) or isolate it.

* Required

Your Details

1. Reported by *

2. My team is: *

- Cancer Services
- Funding & MarComms
- People Experience & Improvement
- Cancer Prevention & Research
- Finance & Digital

3. My usual place of work is: *

- Mid Canterbury

Thank you, for playing
your part.

