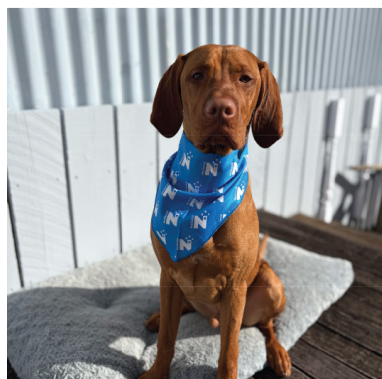




National Keeping Safe on the Campaign Trail - 2026

In Case of Any Emergency Dial 111

This booklet does not cover every aspect of health and safety. Additional information is provided in the New Zealand National Party Health and Safety Manual - contact your regional coordinator or Health and Safety representative if you need further assistance on any aspect of health and safety.

Published 2026

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Or to any of our Regional Chairs, or Executive.

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New Zealand National Party Health and Safety Policy Statement

The Board and Management of the New Zealand National Party take the health and safety of themselves, staff, volunteers, contractors, suppliers and the public very seriously and are committed to providing a healthy and safe work environment. To assist us in meeting this commitment, we will:

- Demonstrate leadership and commitment to health and safety
- Clearly outline health and safety roles and responsibilities at all levels
- Set and review health and safety objectives and performance criteria for all levels within the Party
- Comply with all relevant legislation, regulations, standards, safe operating procedures and codes of practice
- Ensure that all workers (including volunteers) are aware of, understand and accept their responsibility to maintain their own safety and the safety of others in the workplace
- Develop interest and enthusiasm in health and safety by engaging with workers (including appropriate unions and nominated worker representatives) and encouraging workers to participate in health and safety initiatives
- Effectively manage hazards and risks within the workplace, so far as is reasonably practicable, through hazard identification, risk management and ongoing monitoring
- Develop and promote health and safety awareness through induction, training and supervision
- Actively encourage accurate reporting and recording of hazards, near misses, incidents, and illnesses and injuries, including work-related pain or discomfort

- Where injury or illness occurs, support workers to achieve full recovery through prompt treatment and active rehabilitation, to ensure a safe return to work
- Promote a system of continual improvement through regular planning and review of our work practices, health and safety performance and allocate resources accordingly

All workers are expected to help maintain a healthy and safe working environment by:

- Taking reasonable care of their own health and safety and ensure that their actions do not adversely affect the health and safety of others
- Complying with all health and safety policies and procedures and any reasonable instructions given regarding workplace health and safety
- Reporting all hazards, unsafe conditions, near hits, accidents and incidents and actively participate in the risk management process.

“We adopt health, safety and wellbeing as a fundamental business objective. We believe every job can be done safely and the safety is everyone’s responsibility.”



Jo de Joux

3 March 2026

Campaign Director | Party Secretary
New Zealand National Party

Volunteer Health and Safety

The National Party is committed to providing a safe work environment and ensuring that all volunteer workers are able to carry out their work safely and without harm.

Volunteers carrying out work on behalf of the National Party are considered to be 'Volunteer Workers'. While the Health and Safety at Work Act 2015 distinguishes between volunteer workers and other volunteers, it is good practice and the intent of the National Party, to ensure the same duty of care is provided to all volunteers.

The National Party must ensure that all Volunteer Workers understand the hazards and the risks involved with their work activities and are competent to work safely.

During work, volunteers must:

- Only do tasks that they have been assigned to
- Only do tasks they have been trained to do, or are familiar with
- Not doing tasks they think are unsafe
- Report hazards and risks to the Volunteer Coordinator
- Provide feedback on health and safety issues: speak up if safety concerns are identified
- Use personal protective equipment (PPE) if it is required, and use it as instructed

The National Party must ensure that all Volunteer Workers understand the hazards and the risks involved with their work activities and are competent to work safely.

Hazard and Risk Management

Risks to health and safety can occur when people are exposed to hazards. Hazard and risk management involves identifying hazards, assessing the potential risk and then putting appropriate controls in place to either minimise the chance that someone will get hurt or to minimise the potential impact.

We are all responsible for identifying and reporting hazards. Known hazards are recorded on the Hazard and Risk Register along with how the risk should be managed. Identified hazards should be reported to a coordinator, supervisor or manager.

Volunteers need to be familiar with the hazard and risk register and the required risk controls. Volunteers can ask to see the hazard and risk register at any time.

Exposure to imminent danger – intervene or speak up if you see something you think is dangerous. Volunteers have the right to refuse to do work if they believe that it is likely to result in a serious risk to health and safety. Anyone who is concerned about a specific risk should talk with their coordinator, manager or supervisor and they can work together to resolve the issue.

Accident, Incident, or Near Miss

The following types of events must be reported:

- *Accidents and injuries - regardless of how minor it may seem*
- *Damage to property - this includes vehicles*
- *Incidents (e.g. fires, threats, complaints)*
- *Near hits, unsafe acts and dangerous occurrences*

Make sure you know who your first aiders are and where the first aid kits are located.

If someone is injured, provide first aid (even for minor injuries) if you are trained to do so. Get assistance from a trained first aider if needed. Failure to treat and report an injury immediately could lead to complications of the injury and possible delay in the acceptance of the injury by ACC.

If the injury is classed as a 'notifiable injury', contact your manager/coordinator as soon as possible. Note that the scene cannot be disturbed without clearance from Worksafe NZ (there are exceptions to this rule e.g. if you need to assist the injured person, if you need to make the scene safe or to minimise risk of further injury).

All accidents and incidents will be investigated. Investigations provide an opportunity to determine the underlying cause. Workers are encouraged to assist in the investigation and provide suggestions on how to prevent similar events from happening in future. If an investigation reveals that the risk controls are deficient in any way, corrective actions will be taken immediately to minimise the possibility of similar accidents occurring in future.

Drug and Alcohol Policy

The use of alcohol, illicit drugs, or non-prescription drugs while working will not be tolerated. If you are on prescribed medication, check with your doctor to see if the medication will have any potential negative effect on work performance (including driving). Anyone who attempts to function while under the influence of drugs or alcohol risks their own safety and the safety of others.

You are expected to report fit for duty for scheduled volunteer work and be able to perform assigned duties safely without any limitations due to the use or after-effects of alcohol, drugs, or prescribed medications or any other substance.

The New Zealand National Party will not allow any Volunteer or other provider to report for work in such a condition that they are unable to perform their duties properly and safely.

If your manager/coordinator believes that there is a risk to health or safety, they may choose to remove the individual from the workplace. Any worker (including Employees, Contractors and Volunteers) found to be under the influence of alcohol or non-prescription drugs may be subject to disciplinary procedures.

If you suspect that alcohol or non-prescription drugs may affect/be affecting your work performance, you must notify your manager/coordinator as soon as possible.

The use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol is prohibited on any property associated with the National Party, without the permission of management. If the possession or consumption of non-prescription drugs is suspected on company property or event premises, property or time, the matter may also be treated as a security issue.

Bullying and Harassment

The New Zealand National Party is committed to having an environment that is free of bullying and harassment. Anyone acting on behalf of the National Party is entitled to respectful treatment in their workplaces. Being respected means being treated honestly and professionally.

To constitute bullying, the behaviour must be unreasonable and repeated. Some examples of bullying behaviour include:

- Making threats or displaying intimidating behaviour
- Shouting, yelling or verbal abuse
- Humiliating someone or making belittling remarks (even behind someone's back)
- Using degrading language or gestures
- Fault-finding or imposing punishment without reasonable justification
- Deliberately overloading someone with work or setting impossible deadlines

Harassment is unwelcome, uninvited and unreciprocated behaviour that can be perceived as being hurtful, offensive, humiliating or intimidating. Some examples of harassment include:

- Taunting/name-calling, using offensive language, making unwelcome practical jokes or displaying offensive material
- Sexual harassment (e.g. making lewd comments or inappropriate touching)
- Racial harassment (e.g. mimicking the way someone speaks, calling them by racist names and making jokes about their race)

If you think that you (or someone else) is the subject of bullying or harassment, report the incident to your regional coordinator.

We treat allegations of bullying or harassment seriously and all allegations will be investigated.

Emergency Procedures

Fire - Know the evacuation procedure for the building / work area, and the location of your Assembly Point. If you come across a fire, sound the alarm immediately, notify others, DIAL 111 and ask for Fire. Evacuate the premises and go to the Assembly Point. DO NOT re-enter the building until you have been informed that it is safe to do so.

Earthquake - If you are inside a building, move no more than a few steps, drop, cover and hold. Stay indoors till the shaking stops and you are sure it is safe to exit. If you are in an elevator, drop, cover and hold. When the shaking stops, try and get out at the nearest floor if you can safely do so.

If you are outdoors when the shaking starts, move no more than a few steps away from buildings, trees, streetlights, and power lines, then Drop, Cover and Hold.

After an Earthquake Listen to your local radio stations for Civil Defence broadcasts (and warnings) for your community and situation. Expect aftershocks. If you are near the coast, be aware that tsunamis may follow.

Check yourself for injuries and get first aid if necessary. Help others if you can. Be aware that electricity supply could be cut, and fire alarms and sprinkler systems can go off in buildings during an earthquake even if there is no fire. Check for small fires (only extinguish if it is safe for you to do so). If you are in a damaged building or there are fires, try to get outside and find a safe, open place. Use the stairs, not the elevators. Watch out for fallen power lines or broken gas lines, and stay out of damaged areas.

Tsunami - If there is a risk of a tsunami hitting your location, immediately move to higher ground - at least 30m above sea level and/or 1 km inland

Flood – Keep calm. Listen to radio for civil defence warnings. If indoors, switch off electrical appliances, and move equipment/valuables to higher ground. If outdoors, stay away from floodwater - DO NOT walk or drive through, take another route.

Volcanic Eruptions - Listen to the radio for civil defence advice and follow instructions. If outside, seek shelter in a car or a building. If caught in volcanic ashfall, cover your nose and mouth. Stay indoors as volcanic ash is a health hazard, especially if you have respiratory difficulties such as asthma or bronchitis. When indoors, close all windows and doors to limit the entry of volcanic ash. Place damp towels at thresholds.

Gas Leak – Warn others of the leak and evacuate the area. DO NOT activate the alarm (inform by word of mouth). Go to the Evacuation Assembly Point.

DO NOT use electrical equipment (including lights or cell phones).

DO NOT smoke in area of suspected leak. Call the emergency services on 111 if required.

Chemical Spill/Leak – Ensure your safety and the safety of others. Contact emergency services. Contain the spill if you are trained and it is safe to do so. Exit the building and assemble at the Evacuation Assembly Point.

Serious Injury – Stay calm. DO NOT disturb the scene unless a Worksafe inspector has said you may do so.

Ensure your own safety first – assess the area for danger (e.g. live wires, hazardous substances etc) before helping others. Provide first aid if trained to do so. Call the emergency services on 111.

Report the accident to your manager/coordinator.

Medical emergency – Remain calm. Assess the scene, make the area safe if possible. Get assistance from a first aider if you are not confident or trained to assist. Call the emergency services on 111. Stay with the injured person until the emergency services arrive.

Missing person/Overdue Worker – Attempt to contact the person by phone and inform your manager/coordinator. Your manager/coordinator will decide on the best course of action (i.e. request workers look for the missing person or contact the police to initiate a formal search).

Vehicle Accident – Ensure your safety and the safety of others. Provide help if anyone is injured. Secure the scene and take photos of the damage before moving vehicles (if safe to do so). DO NOT admit liability. Report the accident to the emergency services on 111 if anyone is injured or public property is damaged. Contact your manager/coordinator.

Protestors – DO NOT approach the protestors if you believe they may be hostile. Contact your manager/coordinator or security (if present). Call the police on 111 if there is any risk to person or property.

Trespasser/Intruder - Assess the nature of the trespasser. If threatening or aggressive, DO NOT approach them by yourself - call for assistance. If safe to do so, greet them and ask them why they are there. If the reason is not legitimate, explain that they must leave the premises. If they refuse, contact the police.

Bomb Threat - If you receive a bomb threat via telephone, remain calm and avoid being confrontational. Get as much information from the caller as you can. Call the emergency services on 111.

Suspicious Package - (Suspected mail bomb) – DO NOT open the package. Leave it where it is, evacuate the area and contact the emergency services on 111.

Working Alone (Remote or Isolated Work)

The National Party recognizes that there are additional health and safety risks associated with remote and isolated work and will endeavour to minimise those risks.

Before you carry out any offsite work or work where you will be by yourself:

You must be fully informed and aware of the task and how to carry it out safely, any potential hazards and how to control the risk and any relevant emergency procedures.

Ensure that you are confident in your ability to carry out your job safely. If there is any doubt, inform your manager/coordinator immediately.

Make sure you have discussed communication requirements with your manager/coordinator. You must have a cell phone with you at all times, so you can maintain contact with your manager/coordinator and (if applicable) other workers.

Training and Information

The National Party must ensure that all Volunteer Workers understand the hazards and the risks involved with their work activities and are competent to work safely. All Volunteer Workers are inducted and (if required) provided with appropriate training before they can carry out their tasks and activities.

The induction covers:

- The hazards and risks that they may be exposed to and the risk controls
- Information on how to report hazards, near hits/near misses, incidents and accidents
- An overview of our health and safety processes
- Emergency procedures relevant to the work they will be conducting

Volunteers are required to comply with the National Party Health and Safety policies and procedures at all times.

General Hazards

Manual Handling

For example, lifting boxes of photocopy paper, unloading vehicles, erecting hoardings, carrying items into a building/upstairs. It is important that you are trained in, and familiar with safe lifting techniques. Identify handling requirements prior to starting work,

e.g. do you need a trolley to make it easier. If it is too heavy for you to lift safely by yourself, don't do it. Get or arrange assistance from another person, fetch a trolley or break the load into smaller parts.

Power Tools/Electrical Equipment

Ensure that you are competent to use any required power tools and electrical equipment. If you are not familiar with the equipment, do not use it – get assistance from someone who is experienced and competent in its use. All fixed and portable plant and electrical equipment that plug into the mains should be checked regularly. All portable electrical equipment is tested and tagged. DO NOT use damaged equipment - Damaged electrical equipment can cause an electric shock and serious injury or death. Take it out of service so that it can be repaired or replace. Inform your manager/coordinator.

Housekeeping

Keep work areas tidy and free from hazards that may cause slips, trips and falls. Ensure that entrances, fire exits and passageways are kept clear and fire-fighting equipment and electrical switchboards can be accessed in an emergency.

Building/Area - Occupants and/or Contractors

Be aware of people working in the same work area and how your work may affect them. Always check the work area and discuss health and safety requirements with the occupants before you start work. Make sure you have informed them of any potential hazards that may be present as a result of your work.

Working Outdoors - Sun

If you are working outdoors, you may be at risk of sunburn: SLIP, SLOP, SLAP, WRAP.

Slip into a long-sleeved shirt and into the shade. Generally, fabrics with a tighter weave and darker colours will give you greater protection from the sun. Some clothing is sold with a UV radiation Protection Factor (UPF) rating. Clothing with a UPF of 50+ offers superior protection and could be an ideal choice for outdoor workers.

Slop on plenty of broad-spectrum (filters both UVA and UVB rays) sunscreen with a Sun Protection Factor (SPF) of at least 30. Apply sunscreen at least 20 minutes before going outdoors and reapply every two hours. Reapply more frequently if sweating or swimming.

Slap on a hat with a wide-brim or a cap with flaps. This will help reduce the risk of sunburn to your face, ears and neck. These are the most common places where we get sunburnt.

Wrap on a pair of close-fitting sunglasses. When buying sunglasses, look for the words 'good UV protection' on the label or swing tag.

General Campaigning Guides

We have a number of guides on how to keep safe whilst undertaking a number of campaigning activities, available from your Regional Coordinator, or Electorate or SIG Chair. These cover:

- Door knocking & Delivering Safely
- Hoardings
- Human Hoardings
- Safe Driving
- Scrutineering
- Young Nats