



## Health and Safety Duty Holders in Playcentres

### Playcentres run solely by volunteers

If a Playcentre is run by volunteers and there are no paid staff, then it is a volunteer association under the Health and Safety at Work Act 2015 (the Act). As a volunteer association is not a Person Conducting a Business or Undertaking (PCBU), the Act will not apply.

### Playcentres with paid staff

If the Playcentre or its umbrella organisation employs or contracts workers to work at the Playcentre then the Playcentre or the organisation is a PCBU and has obligations under the Act.

The table below will help you to identify which positions at your Playcentre will have duties under the Health and Safety at Work Act 2015 (the Act).

Please note that the information provided is indicative only, because the organisational structures of Playcentres can vary. You will need to determine what is correct for your specific Playcentre.

In the accompanying table titled 'Health and Safety in Early Childhood Education', next to each health and safety duty holder you can write in the relevant position(s) at your Playcentre in the column 'ECE Position(s)', and read about their responsibilities under the Act.

Duty Holder	Possible Playcentre Positions
<b>Person Conducting a Business or Undertaking (PCBU)</b>	Playcentre Association Playcentre
<b>Officer</b>	Association President Association Executive Team Centre President if they are on the governance board or exercise significant influence over the management of the Playcentre.
<b>Worker</b>	Supervisor Coordinator Duty Team member (volunteer worker) Reliever Contractor Administrator Support worker
<b>Other Persons</b>	Training facilitator Trainee on premises out of session times

**You can find more information about the Health and Safety at Work Act at:**

**Ministry for Business, Innovation and Employment:** <http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform>

**WorkSafe New Zealand:** <http://www.business.govt.nz/worksafe/hswa>

**For an education perspective, including factsheets and guidance:**

Visit <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>

**Email your questions to:** [healthandsafety.info@education.govt.nz](mailto:healthandsafety.info@education.govt.nz)

