

10. HEALTH AND SAFETY

Purpose

The Board is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant Health and Safety legislation, regulations, New Zealand Standards and approved Codes of Practice in conjunction with the Health and Safety at Work Act 2015.

Guidelines

The Board of Trustees is committed to providing and maintaining a healthy workplace for all workers, students and other people in the workplace. We will achieve this through:

- Making health and safety a part of our role.
- Working to improve the health and safety system at our school.
- Doing everything reasonably possible to remove or reduce the risk of injury or illness.
- Making sure all incidents, injuries and near misses are recorded in the appropriate place.
- Investigating incidents, near misses and reducing the likelihood of them happening again.
- Having emergency plans and procedures in place.
- Where appropriate, raising awareness about hazards and risks so everyone can work safely.
- Providing appropriate induction, training and supervision for all new and existing workers.
- Assisting workers who were injured or ill to return to work safely.
- Making sure contractors and sub-contractors working at the school operate in a safe manner.

All workers are responsible for maintaining a safe and healthy workplace through:

- Being involved and aware of school safety systems.
- Following all procedures and safe ways of working.
- Reporting all injuries, incidents and near misses.
- Reporting any health and safety concerns or issues through the reporting system.
- Keeping the work place tidy to minimize the risk of any trips and falls.
- Wearing protective clothing and equipment as and when required to minimize your exposure to workplace hazards.

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- Follow all instructions, rules and procedures while in the school grounds.
- Report all injuries, incidents and near misses to their teacher or other staff members.
- Wear protective clothing and equipment as and when required to minimize your exposure to hazards while learning.

Reporting

- Departments are required to carry out annual reviews of their hazard identification protocols in their departments and submit these to the Health & Safety Officer.
- Department organization in practical subjects will incorporate where appropriate department protocols for Health and Safety and should be reviewed with the Health & Safety Officer.
- Emergency planning and preparation is the responsibility of the Health & Safety Officer who will collate documentation, management plans and reviews.
- The Board will be made aware at monthly BOT meetings any significant notifiable incidents (eg Ambulance called) and Health & Safety concerns/updates.