



Purpose

The Board of Trustees 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.

Policy

This policy should be read in conjunction with the Health and Safety at Work Act 2015. The Board of Trustees will take all practicable steps to ensure compliance with Health and Safety and other relevant legislation in the areas of:

- Emergency and Civil Defence preparedness;
- First Aid and Primary Care following accidents;
- Identification and management of workplace hazards;
- Ensuring safe and healthy work practices;
- Minimising risk in the use of vehicles;
- Schools Exempt Laboratories Code of Practice.

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

- Making health and safety a key part of our role;
- Working with our workers to improve the health and safety system at our college;
- 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
- Training all workers about hazards and risks so that everyone can work safely;
- Providing appropriate induction, training and supervision for all new and existing workers;
- Helping workers who were injured or ill, return to work safely
- Making sure contractors and sub-contractors working at the school operate in a safe manner.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in improving health and safety systems at work
- Following all instructions, rules, procedures and safe ways of working;
- Reporting any pain or discomfort as soon as possible;
- Reporting all injuries, incidents and near misses;
- Helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist;
- Reporting any health and safety concerns or issues through the reporting system;
- Keeping the workplace tidy to minimise the risk of any trips and falls;
- Wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards;
- Adhering to procedures when conducting education outside the classroom (EOTC);

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 and other staff members;
- Wear protective clothing and equipment as and when required to minimise exposure to hazards while learning.

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices. Health and safety is everyone’s responsibility.

General Procedures

- The management of Health and Safety matters is conducted by a member of the Senior Leadership Team. A Health and Safety Committee with representation from the Senior Leadership Team, administration and professional staff, meets once per term to review systems, procedures and incidents.
- All new staff members undergo training in Health and Safety as outlined in their Learning Area Manual.
- The Board’s employees will be informed of their responsibilities under the Health and Safety in Employment Act 1992 and Amendments, for their own safety and health while at work, and their responsibility to ensure that their actions do not harm any other person.
- Health & Safety to be added as a regular agenda item to all appropriate staff and management meeting agendas.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

	Reviewed	Next Review Date
Initial table of document	11 April 2016	April 2017
	May 2017	April 2020
	April 2020	April 2023

Chairperson Signature	
Date	April 2020

See attached Addendum
April 2017

Addendum to Health and Safety Policy

Extracted from the Ministry of Education's Health and Safety at Work Act of 2015 for clarification of roles

Roles and Responsibilities

Clearly defined roles and responsibilities will help create an effective approach to managing health and safety. Important aspects of the roles and responsibilities outlined below and under the HSWA are the requirements and duties they impose. Attention to requirements and duties will help ensure that a Board is meeting its minimum legal obligations. In addition to the legal requirements, the key operational roles and responsibilities in managing a health and safety system are covered in this section.

Duty Holder	Definition	School Role	Responsibilities
PCBU Person conducting a Business/ Undertaking)	The PCBU is usually a legal or corporate entity, including a self-employed person. In a school this is the board of trustees. They have the primary duty of care for the health and safety of workers and others.	School Board (as an entity)	<p>The PCBU must ensure the health and safety at the workplace of:</p> <ul style="list-style-type: none"> all workers and other people, by ensuring they are not put at risk from work being carried out. <p>This means the PCBU must among other things:</p> <ul style="list-style-type: none"> provide a safe and healthy environment for workers, including access to facilities provide the right information and training to all workers and others provide and allow for worker participation and engagement in health and safety matters notify all serious illness, injury or near misses monitor workers' health and workplace conditions to prevent illness or injury
Officers	As individual members of the board including principals, elected members, appointed members, staff and student board reps	Each Officer proactively ensures the board meets its health and safety obligations	<p>Officers must take reasonable steps to:</p> <ul style="list-style-type: none"> know about current work health and safety matters understand the hazards/risks associated with the workplace operations make sure there are resources and processes for managing risks ensure there are processes for receiving and reviewing information on and responding to incidents, hazards/risks verify workplace health and safety processes and resources are being used.
Workers	<p>Workers work for the business or undertaking and include:</p> <ul style="list-style-type: none"> employees. contractors or subcontractors and their workers. Labour hire company employees. Apprentices or trainees. People on work experience or work trial. Volunteer workers. <p>Note: Volunteers, such as fundraising, are not workers.</p>	Teachers, non-teaching staff, the Principal, Contractors, etc.	<p>Workers must:</p> <ul style="list-style-type: none"> Take reasonable care for their own health and safety. Take reasonable care that their behaviour does not adversely affect the health and safety of others. Comply with any reasonable instruction from the PCBU to allow the PCBU to comply with the Act. Cooperate with the PCBU's health and safety policies or procedures. <p>Note:</p> <ul style="list-style-type: none"> Workers should report any incident, risk or hazard using the school's procedures, and inform visitors of any known hazards or risks in the workplace. A student becomes a worker while on work experience for another PCBU. When they are on work experience, the host PCBU will have the most influence over their health and safety.