

5.03 Health and Safety

Rationale

The Board of Trustees recognises that according to Health and Safety at Work Act 2015 and the **National Administration Guidelines**, it has an obligation as an employer for providing a safe and **healthy** workplace. It will take all practicable steps to prevent harm occurring to any employee, student, visitor or contractor while on the school premises or relevant workplace.

Purposes

1. To provide a safe and **healthy** work environment.
2. To provide appropriate equipment and resources
3. To establish safe systems and insist on correct safe practices at all times
4. To provide opportunities for staff to participate in health and safety management
5. To provide mechanisms for injury prevention and management
6. **Having emergency plans and procedures in place**
7. To comply with relevant health and safety legislation, government regulations, **New Zealand standards, and approved codes of practice.**

Guidelines

1. As health and safety is everyone's responsibility, employees and visitors have a duty of care to:
 - Create and maintain a safe work environment
 - Take reasonable care of their own health and safety
 - Ensure that their actions do not risk the health and safety of others
 - Report / inform to others of known risks in a timely manner
 - Take reasonable steps to eliminate risks when they are first identified
 - Comply with reasonable instructions in relation to risks
2. A Risk / Hazard register will be maintained. Appropriate signage will be displayed.
3. **Everything reasonably possible will be done to remove or reduce the risk of injury or illness.** Hazards are to be either eliminated, isolated, minimised, or monitored, where possible.
4. Regular inspections to identify all actual or potential sources of harm or illness, as defined by the Health and Safety at Work Act 2015, will be carried out on a regular basis. Staff may inform the Deputy Principal (or their delegate) of any actual or potential hazards and / or risks at any time.
5. Where actual or potential hazards are identified that cannot be easily minimised or eliminated by a staff member, a risk assessment will be carried out by Deputy Principal (or their delegate), and reasonable steps will be taken to control the risk, using identified control measures (as defined by the Health and Safety at Work Act 2015).
6. Control measures will be regularly reviewed to ensure that they remain effective.
7. All contractors and subcontractors **working at the school operate in a safe manner** and **will be made** aware of the school's Health and Safety Policy, known risks, relevant procedures and practices and emergency procedures. Their compliance with these regulations will be monitored
8. Staff opportunities to participate in health and safety management will be made available through Health and Safety Representative(s) and / or through a Health and Safety Committee.
9. Health and safety training and information will be made available to all staff and students. Staff and students new to the school **will receive appropriate orientation and training. The safe and early return to work of injured employees will be supported.**

10. Employees will be advised of risks in the work place and how to avoid or deal with these risks. They will be provided with:
 - information on the safe storage and handling of chemicals.
 - sufficient training in the use of equipment or machinery.
 - Information on safe workplace practices
 - Emergency plans
 - **Safety plans, such as, but not limited to Spray Plan, Asbestos plan**
11. Procedures are to be put in place for dealing with emergencies that may occur during the school day. This means that:
 - there is an effective emergency management plan to cover the event of fire or other emergencies (such as, but not limited to: earth quakes, wind event, a “lock down,” chemical spill, bomb threat)
 - regular emergency practices will occur at least once a term.
12. An accident register will be maintained detailing near misses / accidents to staff, students, visitors and contractors.
 - All near misses / accidents occurring in the workplace will be investigated and recorded. Corrective action(s) will take place as and where appropriate
 - Where a notifiable event occurs (as defined by the Health and Safety at Work Act 2015, section 55), Worksafe NZ **and the Ministry of Education** will be notified as soon as practicable.
 - Where a notifiable event has occurred, all reasonable steps must be taken to ensure that the site is preserved until an inspector arrives.
13. The principal will report to the Board any accident involving serious injury which occurs in the school or during an off-site school activity.
14. The following locations will have specific Health and Safety procedures and guidelines. **They will include procedures for the maintenance of equipment and or materials to ensure that they are safe and properly handled:**
 - The Science department will have specific procedures laid down for the storage and handling of hazardous substances.
 - The workshops will have procedures for ensuring the safe operation of machinery and the safety of all people working there.
 - The Gymnasium and Weights room will have specific guidelines for the use of equipment,
 - The Caretakers / Grounds man’s shed will have procedures for ensuring the safe operation of machinery and for the storage and handling of hazardous substances
 - Where food preparation can take place (Kitchens / Tuckshop)
15. Staff working in hazardous situations will be provided with appropriate personal protection equipment that meet WorkSafe NZ regulations.
16. All electrical equipment will be tested and certified according to the Electrical Code.
17. The Deputy Principal is responsible for ensuring that all of the above guidelines relating to Health and Safety in the College, are implemented.

Conclusion

A safe work place environment protects the well-being of staff, visitors and students.

LISTON COLLEGE POLICY :

This policy is to be read in conjunction with the following Board Policies and School Procedures:

- 1-04 Education, Cultural and Sports Trips Overseas
- 1-05 Opportunities for Education Outside the Classroom
- 4-02 Property Management
- 5-01 Non Violence / Sexual Harassment
- 5-04 The use of School Electronic, Communication and Information Resources

Smoke Free Environment

Rendering Medical Attention and / or Administering Medication

Students on Work Experience

Adopted by Board of Trustees

Review Date: _____ Chairperson: _____

Reviewed:

During 2003

31/7/07

28/7/09

31/5/11

29/11/16

Next Review: 2019 – every three years