

SCHOOL PROCEDURE 27: HEALTH AND SAFETY

Rationale

This procedure should be read in conjunction with the Health and Safety at Work Act 2015; also refer to Whareorino School Board policies, governance procedures and related school procedures.

Purpose

The School 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.

The School Board 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 school
- requiring school staff to report to the principal in a timely manner any identified hazard, risk, or damages, within and to school buildings, property, grounds, or equipment: - a clipboard in the staff room will have a form for notifying identified hazards, risks, and damage.
- 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 everyone about hazards and risks so 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 employees are required 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, including immediately informing the Principal concerning such matters
- 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.

Others in the workplace

All others in the workplace including students and visitors are required 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 minimise your 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 practices are everyone's responsibility.

Related Documents

- Procedure 6: Police Vetting and New Staff
- Procedure 26: Transporting Children

- Procedure 29: H&S Risk Management
- Procedure 30: H&S Training and Information
- Procedure 31: H&S Use of School Property by Others
- Procedure 32: H&S Crisis Management
- Procedure 33: H&S Antibullying
- Procedure 34: H&S School Culture
- Procedure 35: H&S Internet Safety and Cyber Bullying Prevention
- Board Policy Part D: 1 Responsibilities of the Principal
- Board Policy Part D: 6 Health and Safety



PRINCIPAL

Dated: February 1, 2022