

Victoria Avenue School Board of Trustees Policy Health and Safety

Purpose

The board of trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with the Health and Safety at Work Act 2016 and all other relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Board Commitment

1. 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:
 - (a) making health and safety a key part of our role
 - (b) working with our workers to improve the health and safety system at our school
 - (c) doing everything reasonably possible to remove or reduce the risk of injury or illness
 - (d) making sure all incidents, injuries and near misses are recorded in the appropriate manner
 - (e) investigating incidents, near misses and reducing the likelihood of them happening again
 - (f) having emergency plans and procedures in place
 - (g) making sure our workers, students, visitors and contractors are aware of any actual or potential hazards and risks, so everyone can work safely
 - (h) providing appropriate induction, training and supervision for all new and existing workers
 - (i) helping workers who have been injured or ill return to work safely
 - (j) making sure contractors and sub-contractors working at the school operate in a safe manner.

Worker Responsibilities

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

- (a) being involved in improving health and safety systems at work
- (b) following all instructions, rules, procedures and safe ways of working
- (c) reporting any pain or discomfort as soon as possible
- (d) reporting all injuries, incidents and near misses - these are recorded in the first aid book in the sick bay unless it is a near miss involving a hazard. These near misses are recorded in the caretaker's School Maintenance and Hazard Register.
- (e) helping new workers, other staff members, trainees, students, and visitors to the workplace understand the safety procedures, and why they exist
- (f) reporting any health and safety concerns or issues through the reporting system
- (g) keeping the work place tidy to minimise the risk of any trips and falls
- (h) wearing protective clothing and equipment as and when required to minimise their exposure to workplace hazards.

Others in the workplace

3. All others in the workplace including students and visitors are encouraged to:
 - (a) follow all instructions, rules and procedures while in the school grounds
 - (b) report all injuries, incidents and near misses to a teacher or other staff members
 - (c) wear protective clothing and equipment as and when required to minimise their exposure to hazards while learning
4. Students are to be provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.
5. Health and safety is everyone's responsibility.

Effectiveness Self-Review

- This policy will be reviewed in accordance with the board's triennial programme of self-review.
- The review will be conducted by the policy sub-committee, using the objectives listed above as the criteria for determining effectiveness of the policy in action.
- The reviewed policy will be available to members of the school community after it has been ratified by the board

2019 version adopted

Chairperson  Date: 26/06/19