



## **ST HILDA'S COLLEGIATE SCHOOL HEALTH AND SAFETY AT WORK POLICY**

### **Rationale**

The Board of Trustees is committed to ensuring that the school is a safe work environment for its workers and other persons including students, visitors, subcontractors, contractors and the wider community.

### **Purpose**

The Principal and the Board of Trustees is committed to ensuring the health and safety of all workers and other persons by complying with relevant health and safety legislation, including the Health and Safety at Work Act 2015, regulations, New Zealand standards, and approved codes of practice and any subsequent amendments.

### **The Principal and the Board of Trustees Responsibilities**

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

- making health and safety a key part of our role
- working with our workers to review and continuously improve the health and safety system at our school including the identification, risk assessment, to eliminate or minimise hazards that have the potential to cause harm
- doing everything reasonably partible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near hits are recorded in the appropriate place
- investigating injuries, incidents, near hits and reducing the likelihood of them happening again if reasonably possible
- having clearly communicated 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 via a return to work plan
- ensuring all facilities, plant and equipment meets appropriate health and safety standards
- ensuring there is worker representation on the joint Board of Trustees and Board of Proprietors Health and Safety subcommittee
- making sure contractors and sub-contractors working at the school operate in a safe manner.

### **Workers Responsibilities**

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

- being involved in improving health and safety systems at work including helping in the identification, risk assessment, elimination or minimisation of hazards that have the potential to cause harm
- following all instructions, rules, procedures and safe ways of working
- reporting all injuries, incidents and near hits including any pain or discomfort as soon as possible
- helping new workers, staff members, trainees, visitors, subcontractors and contractors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues in a timely manner through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

### **Others in the workplace Responsibilities**

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

- follow all instructions, rules and procedures while associated with school activities
- report all injuries, incidents and near hits to their teacher, other staff members or the person incharge of an activity
- wear protective clothing and equipment as and when required to minimise exposure to hazards while learning or working

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

**Everyone needs to think “Health and Safety” is my responsibility.**

**Related Policies and Procedures:**

- Personnel, Property and Asset Management, Smoking, Health Harming Substances and EOTC Procedures, Traumatic Incident Response Document, Safe Use of Machinery Procedures.
- Health and Safety Procedures
- EOTC Policy and Procedure and EOTC Guidelines 2016
- Health and Safety Guidance for School Sport
- Hazard Identification Procedure
- Management of Student Health and Medical Records Policy and Procedures
- Lock Down Procedure
- Emergency Evaluation Procedure
- Accident, Incident and near hit procedures
- Smoke Free Policy
- Personnel Policy
- Crisis Management Procedure – Traumatic Response document
- Child Protection Policy
- Police Vetting Procedure
- Cybersafety Agreement
- Infectious Diseases Policy – Pandemic Planning document
- Code of Practice for School Exempt Laboratories
- Ministry of Education Health and Safety Tools
- NZFS Guide to Evacuation Schemes
- Safe Use of Machinery Procedures

**Effectiveness Review**

This policy will be reviewed by the Board of Trustees in consultation with the Principal in accordance with its self-review guidelines and timetable.

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| Policy Written | March 2016 |  |  |
| Policy Review  | May 2017   |  |  |
| Policy Review  | May 2020   |  |  |
| Policy Review  | May 2023   |  |  |
| Policy Review  | May 2026   |  |  |
| Policy Review  | May 2029   |  |  |
| Policy Review  | May 2032   |  |  |

**Review:**

This policy will be reviewed by the Board of Trustees in accordance with its review guidelines and timetable.

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| Policy Written  | <u>10 March 2004</u>    |
| Policy reviewed | <u>28 March 2008</u>    |
| Policy reviewed | <u>11 November 2011</u> |
| Policy reviewed | <u>13 August 2014</u>   |
| Policy reviewed | <u>25 November 2015</u> |
| Policy updated  | <u>24 March 2016</u>    |
| Policy reviewed | <u>7 June 2018</u>      |