

TIRIMOANA SCHOOL

HEALTH AND SAFETY IN THE WORKPLACE

RATIONALE:

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with all relevant health and safety legislation, regulations New Zealand Standards, and approved codes of practice. This policy reflects the requirements of the Health and Safety at Work Act 2015.

PURPOSES:

1. To ensure the Board of Trustees meets its requirements as employer and as a PCBU.
2. To ensure all workers are aware of health and safety procedures, and of their roles in maintaining a workplace culture of safety and wellbeing.
3. To ensure all contractors meet their obligations for the health and safety of their workers on our workplace site in conjunction with the school's systems.

GUIDELINES:

1. The Board of Trustees will establish a Health and Safety Committee comprising the principal, a trustee with Health and Safety responsibility, a Worker representative (HSR), an office/administration key worker, the caretaker and any others who the committee may at any time seek to include.
2. The Board of Trustees will elect a Health and Safety Representative annually.
3. The staff will elect a Health and Safety Representative annually.
4. The H & S committee will meet at least 4 times per year.
5. The H & S committee will be responsible for ensuring regular fire and emergency drills that include all staff, all students and any visitors on site at the time.
6. The H & S committee will submit a comprehensive report to the Board of Trustees at least twice per year, and the H & S trustee representative will report at each board meeting.
7. The H & S committee will be responsible for annual hazard identification and health and safety audit.
8. The H & S committee will maintain an Accident Register and will report to the Board on all accidents that result in injury, and on near miss incidents reported to that committee.
9. A member of the H & S committee will be responsible for ensuring all contractors meet board requirements for health and safety. This will most commonly be either the caretaker or the principal.
10. The worker Health and Safety Representative (HSR) will undergo specific training in health and safety practices on appointment.
11. The H & S committee will be responsible for ensuring all staff workers wear appropriate high visibility safety wear and protective clothing when undertaking tasks that present specific identified hazards.

CONCLUSION:

Collectively all workers and others at school will follow all instructions, rules and procedures while on school grounds to ensure the health and safety of everyone. This policy will be followed in conjunction with other school policies that promote health and safety for workers, students and visitors.

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Policy 41

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Other Documents

Ministry of Education Health & Safety Code of Practice for State and State Integrated Schools.

Other relevant Tirimoana policies

Pupil Behaviour Policy 3

Traumatic Events Policy 4

Playground Supervision Policy 13

Road Safety Policy 17

Sexual Harassment Policy 18

Parents and Visitors to the School Policy 25

Personal Safety of Children Policy 32

Emergency and Evacuation Policy 36

Sun Safety Policy 38

Sexual and Physical Abuse of Children Policy 44

Work-life Balance and Stress Management Policy 49

Beginning Teachers Policy 51

Pandemic Planning Policy 55

The Prevention and Management of Bullying Policy 56

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Guidelines for Contractors

Tirimoana School is committed to providing a safe and healthy- environment for all people at the school, including contractors.

The principal and/or caretaker will meet with contractors before any work is started, to brief them on relevant health and safety information, including:

- Sign In/Out procedures
- Relevant health and safety policies and procedures
- Hazards that exist in the area they are working
- School health and safety rules
- Emergency procedures and first aid facilities
- Procedures for reporting new hazards that may be identified

School must sight the Health & Safety policy and procedures for all contractors and ensure all employees of the contractor are:

- Appropriately trained to carry out the work, or are adequately supervised by a qualified person
- Follow all safety procedures relevant to the particular work being carried out
- Are adequately informed of their responsibility to protect the construction work, and the area associated with the construction work being carried out, given the nature of the place of work
- Adequately aware of any responsibilities and requirements included in the Ministry of Education's Property Management Handbook.

Contractors are responsible for complying with the relevant Health & Safety legislation, and for recording and reporting any accidents or near-hits on site.

Contractors must plan work activities and inform the school of:

- Any hazards that arise from the work they are doing
- Safety procedures for other people who may be affected by that work
- Safety equipment that may be necessary

The school will warn all staff, students, visitors and other contractors about hazards caused by contractors.

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