Te Whānau o Ōtūmatua School Board

Health, Safety and Welfare Policy

Purpose

Te Whānau o Ōtūmatua will, so far as is reasonably practicable, take steps to ensure the safety of workers, ākonga, other persons, as defined by the Health and Safety at Work Act 2015, by complying with all relevant health and safety legislation, standards, and codes of practice.

The School Board's commitment is to comply with all relevant health and safety legislation, and the continuous improvement in health and safety.

Guidelines

This is achieved by:

1. All workers having individual responsibility for health and safety.
2. All workers being informed of, understanding, and accepting:
    2.1. their responsibility for eliminating or minimising as far as reasonably practical the potential risk to people at their workplace, including workers and all other persons; and
    2.2. their responsibility for eliminating or minimising the potential risk to ākonga, as far as reasonably practical.
3. Ensuring employees are consulted on and given the opportunity to participate in health and safety management.
4. Ensuring union and/or other employee representatives are consulted regarding health and safety management.
5. Ensuring the kura has effective methods for identifying hazards. Hazards will then be assessed using the risk matrix and the risk can be controlled through eliminating the hazard or risk were reasonably practicable. In situations where this cannot be achieved then the risk will be minimised as far as reasonably practical.
6. Creating and maintaining a safe working environment. This includes providing facilities for employee health and safety at work, and facilities for ākonga health and safety.
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the kura.
8. Emergency procedures are displayed throughout the kura and regular drills are carried out.
9. All permanent employees are trained in first aid and are required to be familiar with emergency procedures.
10. Providing appropriate orientation, training and supervision for all new and existing employees.
11. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
12. Accurate recording, reporting and investigating injuries/accidents.
13. Ensuring a risk analysis management system (RAMS) or Safety Action Plan (SAP) is carried out where and when appropriate.
14. Supporting the safe and early return to work of any injured employees.

15. The ongoing evaluation, review and updating of the kura compliance with the Board's health and safety policy and related programmes/procedures.
16. Having in place plans and procedures for the effective management of Notifiable Events, as defined by the Health and Safety at Work Act 2015.
17. As far as is reasonably practicable; consult, co-operate with, and co-ordinate with other PCBUs around health and safety matters when activities require shared duties.

(See: Health and Safety Manual and Procedures)

Review Schedule

This policy will be reviewed according to the **Board's Review Schedule** or earlier if required due to legislative change or identified need.

Prepared by: Commissioner
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