



# Waituna West School

“NOT FOR SCHOOL BUT FOR LIFE WE ARE LEARNING”

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## Health and Safety Policy - NAG 5

### **PURPOSE**

The Waituna West School Board of Trustees 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. This policy is to be read in conjunction with the Health and Safety at Work Act 2015.

### **GUIDELINES**

**Our commitment to maintaining a safe and healthy workplace for all workers, students, and other people in our workplace will be achieved through;**

1. Making health and safety a key part of our role.
2. Working with our staff and stakeholders to improve the health and safety system at our school.
3. Doing everything reasonably possible to remove or reduce the risk of injury or illness.
4. Making sure all incidents, injuries and near misses are recorded in the appropriate place.
5. Investigating accidents, near misses and reducing the likelihood of them happening again.
6. Having emergency plans and procedures in place.
7. Training everyone about hazards and risk so everyone can work safely.
8. Providing appropriate induction, training and supervision for all new and existing workers.
9. Helping workers who were injured or ill return to work safely.
10. Make sure contractors and subcontractors working at the school operate in a safe manner.

**All staff are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through;**

1. Being involved in improving health and safety systems at work.
2. Following all instructions, rules, procedures and safe ways of working.
3. Reporting any pain or discomfort as soon as possible.
4. Reporting all injuries, incidents and near misses.
5. Helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist.
6. Reporting any health and safety concerns or issues through the reporting system.
7. Keeping the workplace tidy to minimize the risk of any trips and falls.
8. Wearing protective clothing and equipment as and when required to minimize your exposure to workplace hazards.

**All others in the workplace including students and visitors are encouraged to:**

1. Follow all instructions, rules and procedures while in the school grounds.
2. Report all injuries, incidents and near misses to their teacher or other staff members.
3. Wear protective clothing and equipment as and when required to minimize your exposure to hazards while learning.

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

Health and safety is everyone's responsibility and there will be an ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

### **Relevant Legislation**

- Health and Safety at Work Act 2015
- Employment Collective agreements
- Police Vetting Services
- Building Warrant of Fitness
- Food Act 2014

### **Related Documents**

- Health and Safety Procedures
- Health and Safety Register
- Evacuation Booklets (each class and staffroom)
- Sickbay Accident register

### **SIGNED**

Board Chairperson \_\_\_\_\_

Date: 20th March 2017

School Principal \_\_\_\_\_

Date: 20th March 2017