

Hagley College Health and Safety Policy

Date approved: 31.10.2017

Goal:

The goal of this policy is to have an active Health and Safety policy to ensure the health and safety of the Hagley College community

Purpose:

The 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.

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:

- Making health and safety a key part of our role
- Working with our workers to improve the health and safety system at Hagley College
- Doing everything reasonably possible to remove or reduce the risk of injury or illness
- Making sure all incidents, injuries and near misses are recorded in the appropriate place
- Investigating incidents, near misses and reducing the likelihood of them happening again
- Having 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
- Making sure contractors and sub-contractors working at the school operate in a safe manner

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

- Being involved in improving health and safety systems at work
- Following all instructions, rules, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new workers, staff members, trainees and visitors to the work place understand the safety procedures and why they exist
- Contribute to identifying health and safety concerns through department meetings
- Keep the workplace tidy to minimise the risk of trips and falls
- Wear protective clothing and equipment as and when required

Others in the workplace

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

- Follow all instructions, rules and procedures while in the school grounds including reporting to reception on arrival (visitors only)
- Report all injuries, incidents and near misses a teacher or a staff member
- Wear protective clothing and equipment as and when required

Students are provided with basic health and safety rules and emergency procedures. Students are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

Related Procedures – See attached document

Related Policy: The visitor seeking access to student policy, Child Protection Policy, Education outside of the classroom policy

Related Documents: Health and Safety at work Act, Hazardous substances regulations

Approved by: Policy review sub committee

Date approved: 31.10.2017

Review date: 31.10.2018

Ratified by BOT Chairperson:



Date: 31/10/17