



Health and Safety Policy

Goal:

The goal of this policy is to have an active Health and Safety policy to ensure the health and safety of the Te Puna Wai o Waipapa - Hagley College community.

Purpose:

The Board 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 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 systems 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 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 risks
- 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 on the school grounds including reporting to reception on arrival (visitors)
- Report all injuries, incidents and near misses to 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.

Staff exposed to higher risks

Where workers are exposed to excess noise and hazardous dust and fumes, the College will provide a health professional to provide information on health monitoring. The College will seek providers and remunerate staff for twice yearly health monitoring which may include respiratory testing and audiometry.

Related Procedures – See ‘Health and Safety – Risk and hazard identification process’

Related Policies:

Visitor Seeking Access to Student Policy

Child Protection Policy

Education Outside of the Classroom Policy (EOTC)

Alcohol and Drugs Policy

Traumatic Incidents Policy

Related Documents:

Health and Safety at Work Act 2015 and amendments

Hazardous Substances and New Organisms Act 1996 and amendments

Covid-19 Response plan


Approved by:

Designation: _____ **BOT Chair** _____

Date Approved: _____ **29 November 2022** _____

Review Date: _____ **November 2024** _____

Health and Safety – Risk and hazard identification process

The Board as a collective, act as the PCBU in Health and Safety and has the primary duty of care for staff and students both at Te Puna Wai o Waipapa - Hagley College and during school related activities. The Principal acts as a Health and Safety officer for the BOT. Designated Senior Leader has the responsibility for the day to day management of Health and Safety and Education Outside The Classroom.

The following represents a diagram of responsibility and actions

