

BROWNS BAY SCHOOL

POLICY

SUBJECT: Health and Safety

AREA: Property

PURPOSE:

1. The Board seeks to comply with the relevant health and safety legislation, regulations, approved Codes of Practice and NZ standards in an effort to provide a safe and healthy environment for all workers students, contractors and visitors. This policy is to be read in conjunction with the Health and Safety in Work Act 2015 and its various amendments.

GUIDELINES:

- 1 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
 - making health and safety a key part of our role
 - working with our workers to improve the health and safety system at our school
 - doing everything reasonably possible to identify hazards and providing appropriate controls to Eliminate, Isolate or Minimise the identified hazard
 - Monitoring identified hazards and reporting to affected persons as appropriate
 - making sure all incidents, injuries and near misses are recorded in the appropriate place
 - 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
 - investigating incidents, near misses and reducing the likelihood of them happening again
 - helping workers who were injured or ill return to work safely
- 2 All workers are expected to play a vital and 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 workplace understand the safety procedures and why they exist
 - reporting any health and safety concerns or issues through the reporting system
 - keeping the work place tidy to minimise the risk of any trips and falls

- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.
3. All other workers in the workplace including students and visitors are expected to:
 - follow all instructions, rules and procedures while in the school grounds
 - report all injuries, incidents and near misses to their teacher or other staff members
 - wear protective clothing and equipment as and when required to minimise 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 practices.
 5. Health and safety is everyone's responsibility.
 6. This policy will be circulated to all staff twice a year.