

# **NAG 5—Health and Safety**

## **Health and Safety Policy**

### **Rationale**

The Board of Trustees has responsibilities arising from the health and Safety at Work Act 2015 to ensure 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.

### **Purpose**

To provide and maintain a safe and healthy workplace for all employees, students and other people in the workplace.

### **Guidelines**

The principal, on behalf of the board of trustees, monitors the implementation of all health, safety and environmental legislation as it applies to Northern Health School (NHS). This will include

- a) Making health and safety a key part of everyone's role.
- b) Working with our workers to improve the health and safety system at our school.
- c) Doing everything reasonable possible to remove or reduce the risk of injury or illness.
- d) Making sure all incidents, injuries and near misses are recorded in the appropriate place.
- e) Investigating incidents, near misses and reducing the likelihood of them happening again.
- f) Having emergency plans and procedures in place.
- g) Training everyone about hazards and risks so everyone can work safely.
- h) Making sure contractors and sub-contractors working at the school operate in a safe manner.
- i) Regular reporting to the Board of Trustees.
- j) The school will maintain a risk register

Health and Safety Policy continued

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

- a) Being involved in improving health and safety systems at work.
- b) Following all instructions, rules, procedures and safe ways of working.
- c) Reporting any pain or discomfort as soon as possible.
- d) Reporting all injuries, incidents and near misses.
- e) Helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist.
- f) Reporting any health and safety concerns or issues through the reporting system.
- g) Keeping the work place tidy to minimize the risk of any trips or falls.
- h) Wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

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

- a) Follow all instructions, rules and procedures while in the school grounds.
- b) Report all injuries, incidents and near misses to their teacher or other staff members
- c) Wear protective clothing and equipment as and when required to minimise exposure to hazards while learning.
- d) Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Adopted	<u>September 2019</u>
Chairperson	_____
Review Date	<u>September 2022</u>