

NAG 5—Health and Safety

Induction, Training and Information Policy

Rationale

The Board of Trustees has responsibilities arising from the health and Safety at Work Act 2015 to create a safe working environment for employees. This includes training and induction.

Purpose

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

Guidelines

The principal or delegated nominee will be responsible for ensuring that

- a) All new workers have a school induction which identifies risks, hazards and control procedures.
- b) All new workers are provided with the risk register and relevant policies and procedures to read.
- c) An induction checklist is completed for all workers.
- d) Compulsory health and safety training and competency evaluation is provided for all workers. This will include fire drills, computer health and safety, harassment and bullying prevention and other training as directed by the principal necessary to ensure risks associated with specific work are managed in a safe manner and that all practical and reasonable steps have been taken to provide a safe workplace.
- e) First aid training is provided to key staff in each unit.
- f) Additional training, relevant to specific work areas and / or potential hazards, is provided. This may include first aid, back care / manual handling, CPR, defensive driving and hazardous substance handling.
- g) Contracted workers are provided with a health and safety induction, as appropriate. This will include hazards and controls within their area and scope of work, a walk-through of emergency procedures and relevant school health and safety policies and procedures.
- h) Service, maintenance and construction contractors carry out their duties in accordance with the policy on *Others in the Workplace*.
- i) Health and safety trainers have appropriate qualifications and experience.
- j) Training including refresher courses is recorded.

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