



RATIONALE

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

To ensure, so far as is reasonably practicable, that the school and school activities are without risks to health and safety of all workers, students, visitors and contractors, while they are at work.

To comply with relevant health and safety legislations, regulations, New Zealand standards, and approved codes of practice.

The board of trustees is committed to ensuring the health and safety of all persons affected by our operations by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

As a State Integrated School, the Board of Trustees requires that all aspects of this policy be guided by the Special Character Policy.

Purposes

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:

- Ensuring health and safety a key part of their role
- working with our workers to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- ensuring all incidents, injuries and near misses are recorded in the appropriate place
- ensuring incidents and near misses are investigated to reduce the likelihood of them happening again
- ensuring emergency plans and procedures are in place
- training everyone about hazards and risks so everyone can work safely, including adherence to the [Code of Practice](#) for School Exempt Laboratories and the Code of Ethical Conduct for the Use of Animals in Research and Teaching in Schools.
- ensuring appropriate induction, training and supervision for all new and existing workers
- ensuring workers who were injured or ill return to work safely
- making sure processes are in place to ensure contractors and subcontractors working at the school operate in a safe manner.
- ensure contractors employed directly by the Board or Proprietor provide a copy of their Health & Safety Policy prior to commencement of work.
- ensure contractors working onsite have their Health & Safety Policy / practices monitored by an appropriate member of staff'

Guidelines

All workers are encouraged 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 to understand the safety procedures and why they exist

- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace 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.

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
- report all injuries, incidents and near misses to their teacher or contact person at the school
- wear protective clothing and equipment as and when required to minimise exposure to hazards

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone’s responsibility.

BOARD OF TRUSTEES	
Board copy of the Policy to be signed by the Board Chairperson	
Name	
Position	Board Chair
Signed on behalf and with the authority of the Board	Original signed by Board Chair
Date	23 September 2019
Next Review	July 2022