

MICHAEL PARK SCHOOL POLICY

HEALTH AND SAFETY

Rationale

The Board of Trustees of Michael Park School 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.

In accordance with the requirements of NAG 5, and the Health and Safety at Work Act 2015, the Michael Park School Board of Trustees is required to:

- a) Provide a safe physical and emotional environment for students, staff and visitors to the school
- b) Promote healthy food and nutrition
- c) Comply in full with any legislation currently in force or that may be developed to ensure the safety of students and workers.

The following policy statements are to ensure that the Board acts in accordance with the requirements of NAG 5 and the early childhood licensing criteria and should be read in conjunction with the Health and Safety at Work Act 2015, EOTC requirements and the practical Guide for Boards of Trustees and School Leaders, January 2017.

Commitment and responsibilities

a) Board of Trustees

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 and will achieve this through:

- Making health and safety a key part of our role
- Engaging with our workers, including union and worker representatives to improve the health and safety systems at Michael Park School
- 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, considered and responded to, notifying WorkSafe NZ when required
- 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 and ongoing induction, training and supervision for all new and existing workers
- Helping workers who were injured or ill return to work safely
- Monitoring continuous improvement in Michael Park School's health and safety performance
- Ongoing revision of Health and Safety procedures and EOTC requirements

- Making sure contractors and sub-contractors working at the school operate in a safe manner.
- Actively promote and build a culture of resilience and emotional well-being

b) Workers

All workers are expected to play a vital and responsible role in maintaining a safe and healthy workplace. Workers are responsible for:

- 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, stress or any evidence of bullying as soon as possible
- Reporting all injuries, incidents and near misses
- Helping new workers, staff members, trainees and visitors to the workplace understand their responsibilities, 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 exposure to workplace hazards.

Workers include, but are not limited to, employees, designated volunteer workers, contractors, student teachers and trainees.

Others in the workplace

All others 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 exposure to hazards while learning

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

Health and Safety Committee

The Health and Safety Committee involving the school's Health and Safety Officer and staff representatives from various areas of the school and a Student Leadership Council representative will meet regularly to monitor and review Health and Safety systems, address any issues which arise, and promote the health and safety of all students and staff. The Health and Safety Officer will report to the Senior Leadership Team and Principal via the Business Manager and a written report on Health and Safety matters as well as accident and near miss statistics will be provided to the Board once a term.

Health and safety is everyone's responsibility.

Ratified by Board/RSST:



Signed for BOT/RSST

Date: 31/07/17