

Rationale

The Board is responsible for providing a safe and hygienic workplace in accordance with legislation and National Administration Guidelines.

Allandale School will take all practicable steps to ensure the health and safety of workers, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

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

Purpose

The Board of Trustees is committed to providing and maintaining a physically and emotionally safe and healthy workplace for all workers, students, visitors and contractors in the workplace by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Guidelines

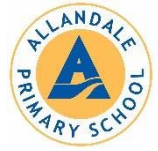
This will be achieved through:

1. Making health and safety a key part of our role
2. Communicating clearly that health and safety is everyone's responsibility
3. Working with our workers and students to improve the health and safety system at our school
4. Doing everything reasonably possible to remove or reduce the risk of injury or illness
5. Ensuring all health and safety incidents, injuries, and near misses are recorded in the appropriate place
6. Investigating incidents, injuries, and near misses and providing an appropriate response.
7. Developing and maintaining a school culture that facilitates positive mental well-being
8. Having emergency plans and procedures in place
9. Making everyone aware of hazards and risks so they can work safely
10. Providing appropriate induction, training and supervision for all workers
11. Helping staff who were injured or ill return to work safely
12. Checking that contractors and sub-contractors working at the school are operating in a safe manner.

The principal will report to the Board any accident involving serious injury which occurs in the school or during an off-site school activity within 24hrs.

Supporting Documents

- Hazard Register
- Health and Safety Procedure: Induction, Training and Information
- Health and Safety Procedure: Risk Management
- Health and Safety Procedure: Worker Engagement and Participation
- Health and Safety Procedure: Others in the Workplace
- Health and Safety Procedure: Personal Protective Equipment



- External Contractor Health and Safety Agreement
- Allandale School Safety Information Sheet
- Notice of Record of Injury or Notifiable Event