

## HEALTH AND SAFETY POLICY

### Policy

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities

### Purpose

The board of trustees is committed to protecting the health and safety of all teaching staff, workers, students, visitors and contractors and will take all practicable steps to ensure a safe and healthy work and learning environment at Pukekohe East Primary School, by complying with relevant health and safety legislation, regulations, standards, and approved codes of practice, and will provide such information, training and supervision as is required for this purpose.

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:

- making health and safety a key part of our role
- working with our staff to improve the health and safety system at our school
- doing everything reasonably practicable to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents and 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 induction, training and supervision for all new and existing workers
- protecting the welfare of our staff and helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner
- adherence with the Vulnerable Children's Act requirements in relation to protection of children

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 understand the 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 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 other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

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.

Chairperson \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Next review date: \_\_\_\_/\_\_\_\_/\_\_\_\_