

NAG 5 POLICY - HEALTH AND SAFETY

PURPOSE:

The Board of Trustees is committed to ensuring the health and safety of all staff, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

GUIDELINES:

We will achieve this by:

1. Making health and safety a key part of our role
2. Ensuring health and safety management systems are in place
3. Identifying all existing hazards and maintain a hazard register, take all practicable steps to eliminate, isolate or minimise significant hazards
4. Having emergency plans in place
5. Helping staff who were injured or ill return to work safely
6. Ensuring contractors and subcontractors working at the school operate in a safe manner
7. Ensuring all significant accidents, incidents and near misses are accurately reported, recorded and investigated and corrective actions implemented to prevent reoccurrence
8. Ensuring there is zero tolerance for unacceptable behaviour, such as aggression, bullying or harassment toward any persons, whether verbal, written or physical on the school grounds or during any school related matter
9. Promoting wellbeing for staff and students including the importance of self-care; being active, good nutrition, and positive relationships.

All staff, visitors, contractors, and students are encouraged to:

1. Comply with the health and safety legislation
2. Ensure their own safety – keep the workplace tidy, wear protective clothing and equipment as required
3. Promote and contribute to a safety conscious culture at the school – report any health or safety concerns
4. Follow instructions around safe ways of working

REVIEWED: _____

Date _____