

General Policy on Health and Safety

Purpose

The Board of Trustees is committed to:

- ensuring the health and safety of all workers, students, visitors and contractors
- providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace
- ensuring there is a comprehensive set of up to date policies and procedures
- ensuring that health and safety is everyone's responsibility
- complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice
- preserving the long-term health of the school community by demonstrating care and concern for each employee and student

The Trust will achieve this through:

- making health and safety a key part of our role
- Health and Safety being a standing item on the Pacific Advance Secondary School Board meeting Agenda
- 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
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- 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 assist to identify them and work safely
- providing appropriate induction, training and supervision for all new and existing workers
- 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.

The Trust will have a comprehensive set of school Health and Safety policies and procedures

The school will have written policies and management procedures that are actively practised and regularly reviewed for compliance. Refer to the Index for the full set of policies.

Health and Safety for our employees

All of our 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.

Health and Safety for our students

All of our students are expected to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to a teacher or another staff member
- wear protective clothing and equipment as and when required to minimise their exposure to hazards while learning.

We will provide students with basic health and safety rules, information and training and encourage them to engage in positive health and safety practices.

Health and Safety for others in our workplace

All others in our workplace including visitors and contractors are expected to:

- report to the school office and sign in and out of the Visitors log
- follow all instructions, rules and procedures while in the school grounds
- work in a safe manner
- report all injuries, incidents and near misses to a staff member
- wear protective clothing and equipment as and when required to minimise their exposure to hazards.