

Health and Safety Procedures



Purpose

Kilbirnie 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.

Scope

This procedure applies to all personnel involved with the school: Board of Trustees; principal; management team; teachers; ancillary workers such as caretaker, secretary and teacher aides; volunteers and non-core workers.

Roles and Responsibilities

PCBU (Person Conducting a Business or Undertaking): The Board of Trustees, as an entity, have the primary duty of care for the health and safety of workers and others.

Officers: Individual members of the board, including the principal and staff reps, proactively ensures the board meets its health and safety obligations.

Workers: Teachers, non-teaching staff, the principal, contractors, trainees, and volunteer workers, all must take reasonable care for their own health and safety

Other Persons: Parents and caregivers, visitors, other volunteers and the general public should all take reasonable care for their own health and safety

Health and safety is everyone's responsibility.

Procedures

Kilbirnie School 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 the management process
- ensuring there is an effective health and safety system at our school, including
 - an up-to-date register of identified risks to health and safety
 - where reasonably practicable, actions are taken to eliminate identified risks
 - other risks are managed to remove or reduce the risk of injury or illness
- managing health and safety incidents
 - ensuring all incidents, injuries and near hits 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 workers
 - communicating known hazards and risks so everyone can 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.

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace by:

- being involved in improving health and safety systems
- 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 hits
- 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 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 hits to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise exposure to hazards

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

Document Control

Version	Status/change	Date
v1.0	Reviewed by Kilbirnie School principal	
v1.1	Formatted and minor editing	May 2017
v1.2	Reviewed by Kilbirnie School principal	February 2019