



HEALTH AND SAFETY POLICY

Rationale:

The Board of Trustees of Kimi Ora School is required meet the charter objectives (property, curriculum and health and safety) and to comply with the Health and Safety at Work Act, 2015, which makes health and safety everyone's responsibility. The Board of Trustees holds the primary duty of care to ensure the health and safety of everybody involved with the school so far as is reasonably practicable.

Purpose:

The board of trustees 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.

Guidelines:

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 workers to ensure there are robust health and safety systems 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
- informing WorkSafe NZ of any notifiable events as soon as possible, and submitting a written report to WorkSafe NZ within seven days of the injury. (Section 25 of HSWA)
- 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
- helping workers who were injured or ill return to work safely
- having open communication with unions that workers are members of
- making sure contractors and sub-contractors working at the school operate in a safe manner and all contractors who have unsupervised access during school hours are police vetted.

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
- being aware of and following any behavior plans that are in place for specific students.

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

Kimi Ora School

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Students are encouraged to engage in positive health and safety practices. They are given enough support to enable them to keep safe.

Health and safety is everyone's responsibility.

A handwritten signature in black ink, appearing to be 'P. Wood', written over a horizontal line.

Chairperson _____

Date: August 2017

Next review date: August 2019

