

KAIKORAI VALLEY COLLEGE



HEALTH AND SAFETY IN THE WORK PLACE PROCEDURE

RATIONALE

The Health and Safety at Work Act 2015 requires all work places to be more vigilant around Health and Safety matters in the work place. In schools this applies to all modes of operations from contractors on and off site, to employees work conditions, to the school environment, just to name a few.

Under this law, Boards of Trustees or PCBUs (Person/s conducting a Business or Undertaking) are required to ensure all practicable steps have been taken to ensure the safety of those in the school, using its grounds or equipment, or conducting its business.

This procedure lays out the steps that must be undertaken to ensure that this remains a high Priority at Kaikorai Valley College.

OBJECTIVES

1. The school will comply with Government and Ministry of Education Health and Safety legislative requirements.
2. To have staff aware of legislative requirements and general issues concerning Health and Safety in the workplace.
3. To have staff aware of actual and potential hazards and to minimise these.
4. To develop a culture where it is not acceptable to work past a potential hazard or risk without taking some form of action.
5. To develop specific policies and practices in areas of concern e.g. EOTC, school camps, and contractors on and offsite.
6. To recognise that the school should be as "safe" as practicable for all who enter.
7. To have staff participate in efforts to create and maintain a safe, healthy workplace.
8. To maintain correct procedures for the maintenance of equipment and materials to ensure that they are safe and properly handled.
9. To establish safe work practices and to implement procedures to ensure that these practices are followed.
10. To provide supervision and training.

GUIDELINES

1. The Board Health and Safety manual is kept in the school office.
2. Staff and students will be made aware of the school's Health and Safety rules and the Board will ensure that they are aware of the Health and Safety Manual.
3. Training of and information for staff about key health and safety issues is given on an annual basis.

4. To annually survey staff and students regarding risks/hazards, and to ensure that these are reported to the Board of Trustees.
5. A Health and Safety committee is active within the school. This must include, but is not limited to: A member of the Board, a member of the SMT, Executive Officer, at least two other members of staff and the student Health Leader. From this committee a Health and Safety Officer shall be appointed. This committee shall meet at least once per school term.
6. A risk/hazard report system is operated both electronically, and manually through the school office, and this is forwarded to the Health and Safety committee and Executive Officer. This reporting becomes part of the monthly report to the Board by the Health and safety officer and is monitored by the Board.
7. Efforts are made to implement, publicise and monitor all of our practices aiming at making students and others physically and personally safe when involved with all school activities.
8. We are proactive in approaching the Ministry of Education or other appropriate authorities in seeking prompt action on matters causing concern.
9. A forum for staff participation to maintain a safe environment is established.
10. The Board of Trustees will liaise with Caretaker through the Executive Officer when hazards and potential hazards are identified. Where these require external intervention the Executive Officer will contact the Ministry of Education.
11. One of the members of the committee shall be appointed as the Health and Safety Officer and they will provide a quarterly report to the Board of Trustees through the Property sub-committee.
12. Staff and students will be made aware of emergency procedures for fire, storm, earthquake, chemical spill, gas leak, explosion, structure collapse, equipment failure.

Date of Confirmation by the Policy Group	27 August 2008
Date of Confirmation by the Board of Trustees	27 August 2008
Reviewed	13 August 2008
Reviewed	28 September 2011
Reviewed	23 April 2013
Reviewed	29 July 2015
Reviewed and changed from a policy to a procedure	30 March 2016

This page is for reference only and will be held within each Department
KAIKORAI VALLEY COLLEGE HEALTH AND SAFETY AGREEMENT

Overview

The Board of Trustees at Kaikorai Valley College is committed to providing and maintaining a safe and healthy workplace for all staff, and to providing the information, training and supervision need to achieve this.

To meet this commitment Kaikorai Valley College Board of Trustees will take responsibility for health and safety procedures; however, employees need to be aware of their responsibilities and to comply with the school's health and safety policy.

The Health and Safety is a collective responsibility and all are required to share in this commitment.

All employees and those associated with education at Kaikorai Valley College are expected to play a vital and responsible role in maintaining a safe and healthy work place through:

1. Being involved in the workplace health and safety system
2. Adhering to correct procedures and equipment
3. Taking the initiative in anticipating, preventing and correcting conditions or practices that may cause harm to themselves or others
4. Keeping the workplace safe and tidy to minimise risk of trips and falls.
5. Using protective clothing and safety equipment correctly as and when required.
6. Reporting all accidents / injuries / near misses (incidents) or unsafe conditions as soon as possible.
7. Helping new employees and other visitors to the workplace understand the right safety procedures and why they exist
8. Telling a member of the Health and Safety Committee immediately of any health and safety concerns.

The first point of contact regarding health and safety should be the chair of the Health and Safety committee, and the Health and Safety Officer.

Signed: _____ Date: _____

Associated Documents

1. Hazard registers
2. Departmental safety procedures
3. Use of living organisms procedure