

HEALTH AND SAFETY POLICY

RATIONALE:

Hauraki Plains College is committed to protecting and enhancing the health and safety of all people within the school.

PURPOSE:

The Board of Trustees of Hauraki Plains College will take all practicable steps to provide and maintain a safe and healthy physical and emotional environment for all students, staff, visitors and contractors at the school.

GUIDELINES:

This will be achieved by;

- (1) A Health and Safety Committee will operate with overall responsibility for Health and Safety management within the school.
- (2) Ensuring that there is a well planned, co-ordinated, school-wide approach to health and safety and that all other necessary school policies, procedures and practices are in place.
- (3) Promoting a system of continuous improvement and ensuring the ongoing review and evaluation of health and safety management systems in line with good practice and legal requirements.
- (4) Ensuring all students staff, visitors and contractors are well informed and take responsibility for creating and maintaining a safe and healthy school environment.
- (5) Ensuring staff and students are consulted on and given the opportunity to participate in health and safety management and regulatory compliance.
- (6) Ensuring that effective disciplinary and behaviour management procedures are in place to deal with behavioural issues which may impact on the health and safety of others.
- (7) Providing appropriate health and safety training, orientation and support for all new and existing staff.
- (8) Providing and encouraging staff participation in a voluntary Staff Wellness Programme.
- (9) Having effective processes in place to systematically identify and manage existing and new workplace risks including work related stress.
- (10) Managing employee rehabilitation in a fair, supportive way, to enable a durable, safe and early return to work of injured employees.
- (11) Having effective procedures in place for the hiring and monitoring of contractors and being accountable for their safety and for the safety of visitors, volunteers, student teachers and loaned employees.
- (12) Establishing emergency preparedness and response requirements by having in place appropriate plans and procedures for all foreseeable emergencies.
- (13) Requiring accurate and timely reporting, recording and investigation of incidents, accidents and injuries.

REVIEW: This policy will be reviewed according to the BOT's programme of self review (2013).

DATE CONFIRMED: 1 JULY 2010