

Health and Safety Policy

The board of trustees will take all practicable steps to ensure students, staff and visitors to the school will be in a safe and healthy physical and emotional environment at all times.

This policy should be read in conjunction with the Health and Safety at Work Act 2015

Purpose

The board of trustees of Aparima College 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.

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. This will be achieved through:

- Monitoring health and safety and Aparima College and making it a key part of our governance role
- Working with the workers of Aparima College to improve the health and safety systems of the school
- Doing everything possible to remove or reduce the risk of injury or illness
- Ensuring all incidents, injuries and near misses are recorded via the school record keeping systems
- Investigating incidents, injuries and near misses and working to reduce the likelihood of them happening again
- Ensuring that the school has emergency plans and procedures
- Providing training about hazards and risks in the workplace so everyone can work safely
- Ensuring 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 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 health and safety incidents, injuries or near misses
- Keeping the workplace 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 on 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 their exposure to hazards while learning.

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

Health and safety is everyone's responsibility.

Related Procedures

- **Boiler Maintenance and Safety Procedure**
- Anti-Bullying Procedure
- Cyber-safety Procedure
- Emergency Closure of School
- Administration of Medication Procedure
- Drugs and Alcohol Procedure
- Accidents Procedure
- Hazards Procedure
- Traumatic Incident Response Plan
- SunSmart Procedure
- Sexual Harassment Statement
- Sexual and Physical Abuse
- Pandemic Procedures
- Police Vetting Procedure
- Emergency Evacuation Guidelines
- Education Outside the Classroom (EOTC) Procedure
- Phys-Ed Department Risk Assessment Management Systems
- Appointment of Volunteers Procedure 2016
- Health & Safety Learning Areas Responsibilities Procedure

Related Legislation

- The Education Act 1989
- Resource Management Act
- State Sector Act 1988
- Employment Relations Act 2000
- Protected Disclosures Act 2000
- Privacy Act 1993
- Health and Safety at Work Act 2015
- The Crimes Act 1961
- The Smokefree Environments Act 1990
- The New Zealand Bill of Rights Act 1990

Relevant Documentation

- Property and Plant Manual
- Health and Safety Code of Practice for State and State Integrated Schools
- Bullying Information for Teachers
- Cyber-safety Agreement for Teachers
- Cyber-safety Student Use Agreement
- Hazard Register
- Approved Code of Practice for the Design, Safe Operation, Maintenance and Servicing of Boilers