



## TE AWAMUTU COLLEGE

# POLICY STATEMENT ON HEALTH AND SAFETY IN THE WORKPLACE

### Rationale

The Board is committed to creating and maintaining a healthy and safe workplace for all staff, workers, students and visitors. (Worker: Any person who carries out work in any capacity for the Board including Principal, teachers, caretakers, cleaners, contractors, volunteer workers.)

### Purposes

1. To identify, control and manage hazards within the school in line with MOE and WorkSafe NZ guidelines, relevant legislation and codes of practice.
2. To provide information to employees and all other workers on hazards they are exposed to.
3. To put in place control measures including personal protective equipment and/or clothing.
4. To have recording procedures for accidents or incidents that may occur from time to time.
5. To ensure all staff and students are familiar with emergency evacuation, earthquake and lockdown procedures.
6. To give specific training to staff (as deemed appropriate).
7. To ensure that all contractors and sub-contractors coming onto the school site meet the health and safety standards required by legislation and codes of practice.
8. To have an effective Pandemic Plan in place.

### Guidelines

1. Hazards are identified and control measures are put in place. Staff can provide written details to Deputy Principal (Property) or Caretaker. A Hazard register is kept by Deputy Principal (Property) and is reviewed annually.
2. Existing and new employees and all other workers will be provided with information on any hazards they may be exposed to. Appropriate induction, training and supervision will be provided.
3. Departments will establish health and safety procedures where appropriate. These will be displayed (as appropriate).
4. Staff and students will follow established health and safety procedures.
5. Where necessary, employees or students will be provided with personal protective equipment and/or clothing.
6. All employees will be required to report any accidents or incidents by filling out an Injury and Incident Form and handing it in to the Health Centre. If hazard or issue identified, contact will be made with Deputy Principal (Property) and appropriate action(s) taken.

7. Clear guidelines of the school emergency evacuation and lockdown procedures must be published, displayed and promoted within the school. (These are available for parents/caregivers to view.)
8. At least once per year, staff and students will have evacuation and lockdown drills to ensure they are familiar with emergency procedures.
9. Office, Physical Education and Outdoor Education staff will be given First Aid Training up to Workplace First Aid Certificate standard every two years as required.
10. Clear guidelines of the school's procedures and rules concerning outdoor education and school trips need to be included in Information/Consent letters to parents/caregivers.
11. All contractors and sub-contractors working on behalf of the Board will be expected to provide a current fitness certificate for themselves and their employees, to ensure they comply with health and safety regulations.
12. All visitors to the school are required to sign a register at the Main Office to ensure we know who is on site and may need to be accounted for. They are expected to follow all instructions, rules and procedures while in the school.
13. In the event of preparation for or the occurrence of a pandemic, the Pandemic Plan will take effect.
14. The Health and Safety Committee will convene at least once per term, with other meetings held as the need arises. The Health and Safety committee comprises:  
Deputy Principal (H & S), Staff Rep (Board), Property Manager, Guidance Counsellor and School Nurse.  
PPTA Branch H & S Rep attendance by invitation.

CHAIRPERSON

DATE

23/11/22

PRINCIPAL

DATE

22/9/22