



MORRINSVILLE COLLEGE BOARD OF TRUSTEES HEALTH AND SAFETY POLICY

RATIONALE

Morrinsville College 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. In particular, the school is committed to meeting the obligations set down in the Health & Safety At Work Act 2015.

We will achieve this through:

- Making health and safety a key part of our role and ensuring that it is understood that this is everyone's responsibility
- Working with our workers to improve the health and safety system at our school
- Doing everything reasonably possible to remove or reduce the risk of injury or illness
- Providing First Aid training for staff to ensure that two-year certificates are kept up-to-date and that all staff who are involved in camps and field-trips are First Aid trained
- Making sure all incidents, injuries and near misses are recorded in the Accident Register held in the school Office
- Investigating incidents and near misses and reducing the likelihood of their happening again
- Having emergency plans and procedures in place
- Training everyone about hazards and risks so that everyone can work safely
- Providing appropriate induction training and supervision of all new staff and updating existing Staff who are qualified first-aiders and designated staff (and school nurse/office staff) on expected practices
- Helping workers who have been injured or ill to return to work safely
- Making sure that contractors and sub-contractors working at the school operate in a safe manner.

All workers will be 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, procedures and safe ways of working
- Reporting any pain or discomfort as soon as possible
- Reporting all incidents, injuries and near misses to staff are qualified first-aiders, and designated staff like Mrs Glenis Holten
- Helping new workers, staff members, trainees and visitors to the workplace to understand the safety procedures that are in place
- Ensuring that students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices
- Reporting any health and safety concerns or issues to the deputy principal in charge of health and safety
- 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
- The Caretaker is responsible for ensuring that all contractors on-site are made aware of any buildings which may contain asbestos materials, as identified by our Board's 14 May 2018 survey report undertaken by Asbestos Risk Management NZ, before any work takes place.

All others in the workplace, including students and visitors, will be encouraged to:

- Follow all instructions, procedures and safe ways of working while in the school grounds
- Report all injuries, incidents and near misses to a teacher or at the Office
- Wear protective clothing equipment when required to minimise exposure to hazards.