

ST JOSEPH'S SCHOOL TIMARU

HEALTH AND SAFETY POLICY



The St Joseph's School Board of Trustees (The Board) is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulation and approved codes of practice.

The Board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students, staff and other people in the workplace.

The Board is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the Board's Health and Safety Policy and school procedures.

The Board will, as far as is reasonably practicable, comply with the provisions of legislation dealing with health and safety in the workplace, by:

- making health and safety a key part of our role
- working with our employees to improve the health and safety system at our school
- providing a safe physical and emotional learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with employees and the school community
- providing adequate facilities, including ensuring access, property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, including recording and investigating injuries, and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The Principal, as Officer has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke free environment
- ensure a risk analysis management system (RAMS) is in place and carried out

- seek approval for overnight stays/camps/visits
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Board Chair of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to cooperate with school health and safety procedures
- comply with the health and safety legislation, duties of workers
- ensure their own safety at work
- promote and contribute to a safety conscious culture at the school.

All employees are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace by:

- 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 injuries, incidents and near misses
- helping new employees, staff members, trainees and visitors to the workplace to understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips or falls
- wearing protective clothing and equipment as and when required to minimise your 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 in 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 your exposure to workplace 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.

The school's comprehensive procedures relating to Health and Safety ensure that the following are provided.

- A safe, clean work environment for students and employees
- Safe methods and safe practices are used in all school on-site and off-site activities
- Compliance with relevant legislation and Ministry of Education requirements.

In order to meet these requirements –

The Board of Trustees develops and implements:

- Child Protection Policy
- procedures for child protection
- procedures for abuse e.g. Dealing with Child Abuse Allegations Against Employees in School Procedure & Reporting Child Abuse & Neglect in School Procedure
- procedures for harassment (sexual and other) e.g. Harassment Procedure
- a Civil Defence Programme – refer to emergency procedures manual
- a Hazard and Near-Miss Register.

The Principal and Staff (*Management*) develop and implements:

- Accident notification (students), (employees) – refer to accident register
- [Administering Medication Procedure](#)
- Behaviour Management Programme
- Dealing with sick or injured students - refer to accident register
- [Digital Citizenship Procedure](#)
- [EOTC Procedure](#)
- EOTC Risk Management procedures - refer EOTC manual
- Evacuation procedures – refer to emergency procedures manual
- Hazard Register
- [Hepatitis, HIV/AIDS and other Blood-Borne Viruses Procedure](#)
- [Playground Supervision Procedure](#)
- Visitors' log
- [Media Publication of Students' Images and Work Procedure](#)
- [Non-custodial Parent's Procedure](#)
- [Positive Behaviour Management & Restorative Practice Procedure](#)
- [Sun Protection Procedure](#)
- [Transport Safety Procedure](#)
- [Truancy Procedure](#)
- [Visitors to School Procedure](#)
- Workplace stress awareness.

The Principal with the support of the staff will

- take reasonable steps to protect students, employees and visitors from unsafe and harmful conditions
- ensure a risk analysis management system is carried out where and when appropriate
- ensure crisis management and emergency preparedness documentation is understood by all staff and reviewed annually
- consult the community about the health programme being delivered to students
- provide privacy of documentation held at the school.

Through the development of these Health and Safety procedures and practice, St Joseph's School ensures a safe, physical and emotional environment for students, staff and visitors.

Policy Adoption: 19 June 2017

Next Review Date: June 2018

Resource Managers

Health and Safety Worksite Representative

Proprietor's Representatives