

Purpose

1. Provide a framework within which WSC can develop and maintain a healthy and safe environment in accordance with health and safety legislation, standards and codes of practice.
2. Foster a school understanding of site-specific health and safety hazards.
3. Ensure appropriate systems are in place to manage such hazards.
4. Ensure the proactive planning of school events and activities with due consideration of the controls which need to be implemented for each situation (including emergencies).
5. Ensure that leadership and systems are in place to ensure effective communication between the school and all employees, students, volunteers, and contractors.
6. Ensure that responsibilities for health and safety at the school are defined and established.
7. Ensure the establishment of reporting procedures to the Board of Trustees concerning accident (incident and near miss) frequencies and their severity, and to the Ministry of Education and Worksafe NZ concerning serious harm injuries.
8. Ensure an ongoing school-wide commitment to continuous improvement of the school's health and safety procedures.

Guidelines

1. WSC will make a commitment to meeting all of the requirements of relevant health and safety legislation, standards and codes of practice.
2. WSC will define the roles and establish the responsibilities of the Board of Trustees, the principal and staff in relation to health and safety.
3. WSC will make health and safety leadership an integral part of managerial and supervisory positions at the school.
4. WSC will develop students' health and safety awareness and leadership.
5. WSC will resource support for staff participation and consultation concerning health and safety management.
6. WSC will make a commitment to accurate and comprehensive reporting and recording.
7. WSC will promptly investigate health and safety incidents in order to identify causes and take appropriate corrective actions.
8. WSC will ensure that health and safety is considered in all planning and work activities undertaken by the school by all staff, students, volunteers and contractors.
9. WSC will provide a programme of communication to all staff, students, volunteers and contractors.
10. WSC will provide relevant training to ensure that the school's employees work in the safest possible manner, and understand potential hazards and the controls required to manage such hazards.
11. WSC will ensure that all potential hazards are identified, communicated, and eliminated or mitigated.
12. WSC will ensure regular review of health and safety systems at the school.

Roles and Responsibilities

Board of Trustees

- The Board has overall governance responsibility for health and safety at WSC.
- The Board is to provide a safe physical and emotional environment for staff and students and comply with health and safety legislation.
- The Board is responsible for providing resources to enable staff, students and others to carry out their health and safety duties.

- The Board must ensure that health and safety is an agenda item for all of its meetings.
- The Board is responsible for ensuring that the WSC Health & Safety Policy is reviewed annually and update as necessary.
- The Board as the employer
 - must take all practicable steps to provide and maintain a safe working environment;
 - must ensure plant and equipment are safe to use;
 - must ensure employees are not exposed to hazards;
 - must provide procedures for dealing with all hazards and emergencies;
 - must identify, assess and control hazards;
 - must inform and train employees;
 - must record and investigate injuries and report incidents involving serious harm to employees
- The Board as party to contracts (the party which engages the contractor) must take all practicable steps to ensure no contractor or sub-contractor is harmed while doing any work they were engaged to do.
- The Board as persons who control a place of work must take all practicable steps to ensure that no one in the school or vicinity is harmed by any hazard.
- The Board must provide facilities as outlined in Health and Safety in Employment legislation (lighting, toilets, drinking water, cleanliness, first aid and storage of chemicals).
- The Board will apply for indemnity from the Ministry of Education if there are uncontrollable hazards at the school.
- The Board is responsible for and has liability for any unsafe actions by staff, visitors and contractors operating under its control.

Principal

The Principal (and senior management) is responsible for implementing the health and safety policy and systems as delegated by the WSC Board of Trustees, and for management of the school in compliance with legislation.

The Principal is responsible for reporting to the Board of Trustees on health and safety matters including hazard and incident reporting, and for ensuring that site maintenance programmes are kept up-to-date.

Health & Safety Coordinator

The WSC Health and Safety Coordinator is responsible to the Principal for the day-to-day management of health and safety, including

- preparing an annual Health & Safety Training Plan in consultation with the H&S Committee and staff for board approval; and managing the implementation of the approved Plan;
- maintaining and updating all health and safety procedures; taking all necessary actions to ensure that procedures are correctly implemented throughout the school;
- providing health and safety reports to the Principal for reporting to the Board of Trustees;
- convening an elected Health and Safety Committee and ensuring that H&S Committee meetings are scheduled

Health and Safety Committee

The Health and Safety Committee is responsible for assisting the Health and Safety Coordinator and the school achieve continuous improvement in health and safety performance.

The Health and Safety Committee is to be elected annually by staff. The Committee is to hold meetings twice per term.

The Committee is to be responsible for reviewing documentation, assisting in the preparation of the staff training and induction plan, and ensuring the operation and updating of the hazards register so that potential hazards are properly identified and steps are taken to eliminate, isolate or minimise those hazards.

Property Manager

The Property Manager is to be responsible for:

- keeping and updating a maintenance programme for the school grounds and buildings;
- communicating the schedule at regular intervals to the Principal, Health & Safety Coordinator and Board of Trustees with urgent/priority items clearly identified;
- assisting with identification and management of hazards around the school;
- being familiar with WSC's Contaminated Land and Landfill Gas Management Plan and Asbestos Management Plan in order to minimise risks by ensuring that maintenance and service works are undertaken in a safe and legally compliant manner;
- meeting and inducting maintenance staff and third party contractors for school maintenance works upon entry to the school, including specific communication of risks related to subsurface excavation, confined space entry and asbestos risk management.

Teachers and Support Staff

Health and safety is to be an agenda item for all staff meetings each term in order to address health and safety matters, identify risks and promote awareness.

Teachers and support staff are to be responsible for

- implementing the school's health and safety procedures;
- complying with legislative duties as employees (ensuring no action or inaction causes harm to anyone else), reporting hazards (in the hazard recording log), and reporting incidents;
- taking all practicable steps to ensure their own safety at work;
- complying with health and safety responsibilities set by the Health & Safety Coordinator.

Other Personnel

The WSC Occupational Health & Safety Manual will outline the specific responsibilities and duties of

- **School Nurse**
- **Laboratory Manager**
- **Heads of Department (in particular of Physical Education, Science and Technology)**
- **Contractors**
- **School Visitors**
- **Students**

Relevant Documents

- **Health & Safety in Employment Act**
- **Ministry of Education Health & Safety Code of Practice**
- **ACC Workplace Safety Management Practices Programme**

The Health and Safety Policy is to be implemented through a number of management plans and reporting tools, including registers and logs. These associated documents are to be updated whenever new risks are identified, hazards are logged and incidents occur.

- **WSC Occupational Health & Safety Manual**
- **WSC Occupational Health & Safety Event Calendar Plan**
- **Hazard Register**
- **Hazardous Materials (Asbestos) Register**
- **Contaminated Land & Landfill Gas Management Plan**
- **Asbestos Management Plan**
- **Health & Safety Staff Training Plan**
- **Emergency Fire and Evacuation Plan**
- **Air Quality Management Plan**
- **Traffic Management Plan**
- **Hazard and Incident Records (Accident & Near-Miss Reports)**
- **Third Party/External Contractor Agreement**
- **WSC EOTC (Education Outside The Classroom) Policy**
- **Staff Handbook**

Action

Policy adopted on 10/02/2015

Signed by Board Chairperson

Copies distributed to:

- All staff
- Parents via the school website
- Policy file
- Board members

Responsibility for amending documents and monitoring policy

Review date: 10/02/2016