

3.3.5.1 Health and Safety Policy

Health and safety is everyone's responsibility.

Statement of Intent

Paraparaumu College will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice.

The Board of Trustees is committed to continuous improvement in this area.

Board Expectations

The Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with the health and safety at work act. This is best achieved through everyone working together to eliminate or minimise potential risk of harm to people from the activities of the school.

1. Staff and students are consulted on, and encouraged to participate in, health and safety management.
2. Union and other employee representatives are consulted regarding health and safety management.
3. effective methods for identifying risks. are employed. Significant risks will then be controlled by eliminating or isolating any risk that arises which is likely to cause harm to students, staff, or other people. Minimising the effects of risks, if they cannot be practicably eliminated.
4. Creating and maintaining a safe working environment.
5. Having in place plans and procedures for all foreseeable emergencies that may arise through the normal activities of the college.
6. Providing appropriate orientation, training and supervision for all new and existing staff and students.
7. All others in the workplace including students and visitors are encouraged to follow all instructions, rules and procedures while in the school grounds, having effective procedures for the hiring and monitoring of contractors, temporary staff and volunteers and being accountable for their safety and for that of other visitors.
8. Maintain accurate records, reporting and investigating of injuries, incidents and near misses to reduce the likelihood of them happening again.
9. Supporting the safe and timely return to work of injured employees.
10. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

Staff Expectations

All staff are required to play a vital and responsible role in maintaining a safe and healthy workplace through:

1. Being involved in improving health and safety systems at work;
2. Following all instructions, rules, procedures and safe ways of working;
3. Reporting any pain or discomfort as soon as possible;
4. Reporting all injuries, incidents and near misses;
5. Helping new staff members, students and visitors to the workplace understand the safety procedures and why they exist;
6. Reporting any health and safety concerns or issues through the reporting system;
7. Keeping the workplace tidy to minimize the risk of any trips and falls;
8. Wearing protective clothing and equipment as and when required to minimize your exposure to workplace hazards.

Student and Visitor Expectations

All others in the college including students and visitors are expected to:

1. Follow all instructions, rules and procedures while in the school grounds;
2. Report all injuries, incidents and near misses to teachers or other staff members;
3. Wear protective clothing and equipment as and when required to minimize your exposure to hazards while learning.

Supporting Documents

The Principal or delegated staff shall implement and maintain the following procedures and practices relating to this policy:

- Emergency Response Procedures
- Crisis Procedures
- School Exempt Laboratory Code of Practice
- Ministry of Education 'Health and Safety in Schools' Guidelines: The Health and Safety Code of Practice for State Secondary Schools.
- Pastoral Care and Guidance Policies and Procedures
- School Injury Register

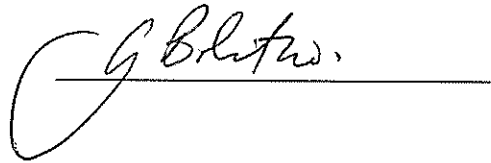
Delegations

The implementation of this policy is delegated to the Principal and the Senior Leadership Team.

Approval Date(s): 29 October 1991, May 2014, 23 June 2015, 26 July 2016

Review Date(s) (Annual): June 2017

Signed by the Chairperson
of the Board of Trustees on
behalf
of the Board of Trustees

A handwritten signature in black ink, appearing to read "G. Blatow", is written over a horizontal line. The signature is cursive and includes a large loop at the beginning.