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## ***Carmel College Operational Policy 04: Health and Safety***

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*Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.*

### **Purpose**

The purpose of this policy is to ensure that all practicable steps are taken to ensure that a safe and healthy environment is established and maintained, and that we comply with relevant and current health and safety legislation, government regulations, New Zealand standards and approved codes of practice including but not limited to the Health and Safety in Employment Act 1992, the Health and Safety in Employment Amendment Act 2002 and the Health and Safety at Work Act 2015.

The Board of Trustees is committed to providing and maintaining a safe and healthy environment for all workers, students, and other people in the workplace. This will be achieved through:

- making health and safety a key part of our role
- developing a culture where everyone sees Health and Safety as their responsibility
- working with our workers to improve the health and safety system at our school
- working with our school Health and Safety committee to implement our Health and Safety Policy and Procedures
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all accidents, incidents, injuries and near misses are recorded in the appropriate place according to the Injury and Incident Management and Reporting procedures and ensure a risk analysis management system (RAMS) is carried out where and when appropriate
- investigating serious and recurring incidents and near misses to identify common causes or patterns to reduce the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or have a long term illness return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner and comply with current Health and Safety legislation.

**Definitions:** Workers include the following: Principal, Senior Leaders, Heads of Departments, Teachers, Ancillary Staff, Teacher Aides, Relief teachers, Contractors, Sub-contractors, Student Teachers, Volunteer Workers (NOTE - not casual volunteers)

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

- being involved in the workplace health and safety system
- accessing professional development and training opportunities which are made available
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all accidents, incidents and near misses
- helping new workers members, trainees and visitors to the workplace understand the right safety procedures and why they exist
- reporting any health and safety concerns or issues through the Injury and Incident Management and Reporting procedures and any serious concerns to the Board or the principal immediately
- keeping the workplace tidy to minimise the risk of any trips and 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, procedures while in the school grounds
- report all accidents, incidents and near misses to their teacher or a school employee
- wear protective clothing and equipment as and when required to minimise your exposure to 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

#### **To be read in conjunction with the following legislation:**

[Health and Safety At Work Act, 2015](#);  
[National Administration Guideline 5 \(NAG5\)](#)  
[The Crimes Act \(1961\)](#)

#### **To be read in conjunction with the following procedures:**

Health and Safety Procedures:

[Induction, Training and Information Procedure](#)

[Risk Management Procedure](#)

[Injury and Incident Management and Reporting Procedure](#)

[Worker Engagement and Participation Procedure](#)

EOTC policy and procedures

Curriculum delivery policy and procedures

#### **Supporting references and documentation:**

[Emergency and Civil Defence preparedness](#);

[First Aid and primary care following accidents](#);

[Education Outside the Classroom Guidelines, 2009](#);

[Identification and management of workplace hazards](#);

[Safety in Technology Education](#);

[Safety and Ethical considerations in Science](#)

[Legal framework for ensuring a safe and healthy workplace](#)

[Worksafe NZ](#)

Review

This policy shall be reviewed every two years or more regularly by agreement.

Signatures

Signed:  Date 27/6/2017.

Next Review Date 1 / 7 / 2018