
Carmel College Operational Policy 06: Health and Safety

Special Character statement

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.

Outcome statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the workplace.

Scoping

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 is responsible for ensuring health and safety policies and 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.

Delegations

The Board delegates to the principal as officer the responsibility to:

1. develop and implement health and safety procedures
2. ensure employees have the information they need in order to comply with policy and procedures.

Expectations and limitations

The Board will, as far as is reasonably practicable,¹ comply with the provisions of legislation dealing with health and safety in the workplace by:

1. Knowing and understanding the six due diligence obligations. These are to:
 - a) know about work health and safety matters and keep up to date
 - b) gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
 - c) ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
 - d) ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
 - e) ensure there are processes for complying with any duty and that these are implemented
 - f) verify that these resources and processes are in place and being used.
2. providing a safe physical and emotional learning environment

3. ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
4. ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
5. providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
6. ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
7. having a commitment to developing a culture of continuous improvement where everyone sees Health and Safety as their responsibility.
8. work with the school Health and Safety committee to implement Health and Safety Policy and Procedures and other recommendations.

The principal, as officer, has responsibility for implementing this policy and therefore must:

1. exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations²
 2. take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
 3. make 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.
 4. investigate serious and recurring incidents and near misses to identify common causes or patterns to reduce the likelihood of them happening again
 5. ensure teaching staff Code of Practice is implemented effectively
 6. ensure there are appropriate responses to unacceptable behaviour, such as bullying, and that there are effective processes in place to deal with this
 7. provide a smoke-free environment
 8. ensure a risk analysis management system (RAMS) is in place and carried out
 9. seek approval for overnight stays/camps/visits attesting first to their compliance with above
 10. consult with the community every 2 years regarding the health programme being delivered to students
 11. provide appropriate induction, ongoing training and supervision for all new and existing workers
 12. have emergency plans and procedures in place and advise the Board chair of any emergency situations as soon as possible
 13. ensure all employees and other workers at the school will take reasonable care to:
 - a. cooperate with school health and safety procedures
 - b. comply with the health and safety legislation and duties of workers
 - c. ensure their own safety at work
 - d. promote and contribute to a safety-conscious culture at the school
 14. train everyone about hazards and risks so everyone can work safely
 15. help workers who were injured or have a long term illness return to work safely
 16. make sure contractors and sub-contractors working at the school operate in a safe manner and comply with current Health and Safety legislation.
1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
 2. These are to:
 - know about work health and safety matters and keep up to date
 - gain an understanding of the operations of the organisation and the hazards and risks generally associated with

- those operations
- ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
- ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- ensure there are processes for complying with any duty and that these are implemented
- verify that these resources and processes are in place and being used.

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

1. being involved in the workplace health and safety system, including ongoing training
2. accessing professional development and training opportunities which are made available
3. following all instructions, rules, procedures and safe ways of working
4. reporting any pain or discomfort as soon as possible
5. reporting all accidents, incidents and near misses
6. helping new workers members, trainees and visitors to the workplace understand the right safety procedures and why they exist
7. 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
8. keeping the workplace tidy to minimise the risk of any trips and falls
9. 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:

1. follow all instructions, rules, procedures while in the school grounds
2. report all accidents, incidents and near misses to their teacher or a school employee
3. 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

Procedures/supporting documentation

(which are available on request, subject to the provisions of Privacy Act, 1993)

- 06OpProd01 - Induction, Training and Information Procedure
- 06OpProd02 - Work Engagement and Participation Procedure
- 06OpProd03 - Alcohol and Drug Procedure
- 06OpProd04 - Staff Duty Procedure
- 06OpProd05 - Transportation of Students and Workers Procedure
- 06OpProd06 - Injury and Incident Management and Reporting Procedure
- 06OpProd07 - Risk Management Procedure

1. 02Op - Curriculum delivery policy and procedures
2. 06Op - Personnel policy and procedures
3. 07Op - Child Protection policy and procedures
4. 08Op - Managing challenging behaviour and physical restraint procedures
5. 09Op - Concerns and complaints policy and procedures
6. 13Op - Online Safety policy and procedures
7. 15Op - EOTC policy and procedures

Monitoring

Monthly report from Board of Trustees Health and Safety committee.

Review of this and related policies and procedures according to Board of Trustees annual workplan.

Legislative compliance

[Health and Safety at Work Act 2015](#)

[Vulnerable Children Act 2014](#)

[National Administration Guideline 5 \(NAG5\)](#)

[The Crimes Act \(1961\)](#)

[Summary Offences Act 1991](#)

[Domestic Violence Act 1995](#)

Date reviewed:	May, 2020	Next Review:	September, 2023
----------------	-----------	--------------	-----------------