

Pukerau School

Health and Safety Policy



Purpose

Pukerau Primary School will take all reasonable steps to ensure the safety of staff, students, visitors and contractors, by complying with relevant health and safety legislation, standards, and codes of practice.

Guidelines

1. All staff must be informed of, understand and accept their responsibilities for health and safety in the school. This includes eliminating or minimizing the potential for harm to people at their workplace including contractors, other staff and visitors. Everyone needs to be informed of the potential hazards that may be present.
2. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management.
3. Ensuring union and other employee representatives are consulted regarding health and safety management.
4. Ensuring the school has an effective method for identifying hazards. Significant hazards will then be controlled by eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people. Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
5. Creating and maintaining a safe working environment.
6. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
7. Providing appropriate orientation, training and supervision for all new and existing staff.
8. Having effective procedures for the hiring and monitoring of contractors including police vetting of employees and being accountable for their safety and for that of other visitors.
9. Visitors must sign in at the office to ensure school knows of their whereabouts in an emergency.
10. Accurate recording, reporting and investigating injuries including the school's First Aid register, Administration of Medication and Workplace Injury and Workplace register.
11. Board of Trustees commitment to continuous improvement in health and safety.
12. Board of Trustees commitment to comply with all relevant health and safety legislation.
13. Supporting the safe and early return to work of injured employees.
14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

Effectiveness Review

1. This policy will be reviewed as part of the Board's three year self review programme.

Signed _____ Chairperson _____ Date _____