

Onslow College Health and Safety Policy

Statement of Intent:

The Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all staff, students, and other people in the workplace.

Rationale:

The Board of Trustees must comply with the Health and Safety at Work Act 2015 (HSWA).

Board Expectations:

We will achieve this through:

- actively practising and promoting a positive Health and Safety culture
- working with our workers to improve the health and safety system at our school
- providing appropriate resources as are reasonably practicable to meet the requirements of the HSWA 2015
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing 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 ill to return to work safely
- taking all reasonable steps to ensure contractors and sub-contractors working at the school operate in a safe manner and have appropriate Health and Safety systems in place.

Staff

All staff have an obligation in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- taking reasonable care of their own health and safety
- ensuring their actions or inaction does not place themselves or other persons at risk of injury or illness
- taking reasonable steps to eliminate, minimise or avoid risks
- complying with any reasonable instruction given by the Board in relation to risks
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all hazards, injuries, incidents and near misses

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- helping new staff, staff members, trainees and visitors to the workplace to understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise their exposure to workplace hazards
- making themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment
- seeking information or advice where necessary before carrying out new or unfamiliar work.

Students

Students are provided with health and safety rules, information and training and are encouraged to engage in positive health and safety practices through:

- following all instructions, rules, procedures and safe ways of working
- reporting all hazards, injuries, incidents and near misses
- reporting any health and safety concerns or issues through the reporting system
- taking reasonable care of their own health and safety
- taking reasonable care that their acts are not a risk to the health and safety of others
- complying with any reasonable instruction given by the staff in relation to risks.

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all hazards, injuries, incidents and near misses to a teacher or other staff member
- wear protective clothing and equipment as and when required to minimise their exposure to hazards.

Definitions:

Controlling Risk - Eliminate a hazard, substitute it, isolate it or user engineering controls/ minimise it (guards).

Due diligence - To inform governance decisions so they do not adversely or negatively affect Health and Safety.

Hazard - A situation or thing that has potential to cause death, injury or illness.

Hazard identification - Inspecting the workplace, consulting with workers and analysis of records.

Notifiable Event - A death of a person, notifiable injury or illness or notifiable incident.

Notifiable Incident - An unplanned or uncontrolled incident that exposes the worker or other person to serious risk arising from immediate exposure or imminent exposure to;

- an escape, spillage or leakage of a substance
- an implosion, explosion or fire

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- an escape of gas, steam or pressurised substance
- electrical shock
- the fall or release from height of any plant, substance or thing
- the collapse, overturning, failure or malfunction of or damage to any plant that is required to be authorised for use in accordance with regulations
- the collapse or partial collapse of a structure.

Notifiable Injury or Illness - One that requires a person to have immediate treatment for, amputation of a body part, serious head or eye injury, serious burn, separation of skin from tissue (scalping), spinal injury, loss of bodily function or serious laceration. Also if the person is admitted to hospital or requires medical treatment within 48 hours of exposure to a substance.

PCBU (refer Appendix 1) - Person conducting business or undertaking – replaces employer, Principal etc.

PPE - Personal Protective Equipment.

Reasonable steps - Being proactive in staying up to date on Health and Safety issues, understanding the nature of their operations and the hazards and risks associated, having appropriate resources and processes to eliminate or minimise risks, having appropriate processes for receiving information about incidents, hazards and risks and for responding to that information and being able to verify these resources and processes are in place and being used.

Reasonably Practicable - What is or was, at a particular time, reasonably able to be done in relation to ensuring health & safety, taking into account and weighing up all relevant matters.

Risk - The likelihood that death, injury or illness might occur.

Risk Register - Good practice to keep a register to identify hazards and the harm they could cause, the likelihood they could occur, the level of risk, the effectiveness of current controls, what further controls are needed, how they will be implemented and a review date.

Worker - Unless the context otherwise requires, a worker means an individual who carries out work in any capacity for a PCBU, including work as;

- an employee; or
- a contractor or subcontractor; or
- an employee of a contractor or subcontractor; or
- an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- an outworker (including a homeworker); or
- an apprentice or a trainee; or
- a person gaining work experience or undertaking a work trial; or a volunteer worker; or
- a person of a prescribed class.

Purpose

The Board of Trustees is committed to complying with the HSWA 2015 and any other relevant legislation, regulations, New Zealand standards, approved codes of practice,

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guidelines and best practice documents with the objective of ensuring the health and safety of all workers, students, visitors and others.

Guidelines and Procedures

- The Board will receive a report from the Health & Safety Committee at each Board Meeting.
- The Board will receive prompt notification of any emerging health and safety issues or major incidents.
- The Health & Safety committee will be alerted through email as soon as an issue is identified.
- The Health & Safety committee will be convened at least once a Term.
- A Health & Safety incident register will be maintained.
- The Onslow College Health & Safety manual will be maintained. The manual will be reviewed every year.
- The Board will refresh itself with the Health and Safety policy and ask questions of the Management Team in respect of it once a year.

Supporting Documents

Health and Safety at Work Act 2015
 Onslow College Health and Safety Manual
 EOTC Policy
 Child Protection Policy

Delegations

The implementation of this policy is delegated to the Principal.

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Health and Safety: Appendix 1 - PCBU

PCBU: Primary duty of care

A PCBU must ensure so far as is reasonably practicable the Health and Safety of:

- Workers employed or engaged by the PCBU while at work
- Workers whose activities in carrying out work are influenced or directed by the PCBU
- Other persons not being at risk from work carried out as part of the conduct of the business.

Duties of the PCBU

A PCBU must ensure so far as is reasonably practicable:

- The provision and maintenance of a work environment that is without risks to Health and Safety
- The provision and maintenance of safe plant and structures
- The provision and maintenance of safe systems of work
- The safe use, handling and storage of plant, substances and structures
- The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking
- The provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to Health and Safety arising from work carried out as part of the conduct of the business
- That the Health and Safety of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct or undertaking.

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