

## **POLICY: HEALTH AND SAFETY**

### **Purpose**

The Board has a legislative requirement to comply with the Health and Safety at Work Act 2015.

### **Policy Objectives**

The Board is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

### **Scoping**

The Board is responsible for ensuring health and safety procedures are developed, implemented, and their effectiveness is monitored. Employees need to be aware of their responsibilities and comply with the Board's health and safety policy and College procedures.

### **Delegations**

The Board delegates to the Principal as Officer the responsibility to:

- develop, implement, and report to the Board on the effectiveness of health and safety procedures
- ensure employees have the information and professional development they need in order to comply with policy and procedures.

### **Expectations and Limitations**

The Board will comply with the provisions of legislation dealing with health and safety in the workplace, by:

- providing a safe physical and emotional work and learning environment
- ensuring a health and safety strategy/plan is in place and engagement and consultation with workers and the College community on the strategy occurs
- 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 College premises, and comply with the Sale and Supply of Alcohol Act 2012
- providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The Board will ensure that procedures are in place for ongoing dialogue with the proprietor in relation to health and safety issues as they affect the College.

The Principal, as Officer has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations
- take all reasonable steps to protect students, staff and visitors to the College from unsafe or unhealthy conditions or practices
- ensure that the staff code of conduct is implemented effectively
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke-free and vape-free environment
- promote healthy nutrition through teaching and activities
- ensure a risk analysis management system (RAMS) is in place and carried out
- review proposals for overnight stays/camps/visits and approve the same only after attesting first to their compliance with above
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Presiding Member of any emergency situations as soon as possible
- ensure all employees and other workers at the College will take reasonable care to:
  - a. cooperate with College health and safety procedures
  - b. comply with the health and safety legislation, duties of workers
  - c. ensure their own safety at work
  - d. promote and contribute to a safety conscious culture at the College.

## **Guidelines**

1. The Principal will delegate to a staff member responsibility for maintaining and complying with building licences and safety practices as detailed in health and safety procedures.
2. The College will maintain a Health and Safety Committee with representation that reflects the College community, meeting at least twice per term. Its objectives are:
  - a. to promote active awareness of College wide health and safety
  - b. to review health and safety related procedures to ensure their ongoing effectiveness (a health and safety audit)
  - c. to report any areas of concern and make recommendations to College management and the Board of Trinity Catholic College via the Principal to ensure ongoing improvements and actions to promote a safe and healthy environment.
3. The Board will receive regular reports about compliance issues via the Finance and Resource Committee and/or the Principal. The Board will receive and approve the Health and Safety Committee meeting minutes.
4. The Board may from time to time recommend employment of consultants to advise on specific health and safety issues and will provide training in safe practices as appropriate.
5. Departments that have a programme that is potentially dangerous will develop a departmental safety policy.

## Ratified by Board: Signed for Board



Date: 22 February 2024

Responsibility: Board of Trinity Catholic College  
Reviewed: February 2024  
Next review date: February 2025  
Policy: Health and Safety

\* The six due diligence obligations are:

- acquire, and keep up-to-date, knowledge of work health and safety matters;
- gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations;
- ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking;
- ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information;
- ensure that the PCBU has and implements processes for compliance; and
- verify all of the above steps

(refer section 44(4) Health and Safety at Work Act 2015)

### Related Documentation

- Health and Safety Practical Guide for Boards of Trinity Catholic College and College Leaders – Ministry of Education 2015
- Guide for the Code of Practice for College Exempt Laboratories
- Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020
- Safety in Technology Education: A Guidance Manual for New Zealand Colleges.
- Covid-19 Response (Further Management Measures) Legislation Act 2020

## Health and Safety Operational Procedures

- Induction Training and Information
- Visitors to the college
- Injury and Incident Management and Reporting
- Department responsibilities
- Personal Protective Equipment
- Risk Management
- Worker Engagement and Participation
- Safety Checking Procedures for Employees, Contractors and Volunteers
- Emergency Management Plan
- Pandemic Planning