



# Katikati College

## Health and Safety Policy

### **RATIONALE:**

The Board of Trustees is committed to ensuring the health and safety of all workers (including volunteers), students, visitors and contractors to the school by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice. We will achieve this through delegating to the principal that they must:

- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices.
- ensure that relevant staff are adhering to 'Our Code Our Standards'.
- ensure there is zero tolerance to bullying as seen in the 'Anti-Harassment Policy' and that there are effective processes in place.
- comply with the provisions of the Health and Safety at Work Act (2015).
- provide a smoke/vape and illegal drug free environment.
- all students and staff will agree to an Internet User Agreement.
- ensure relevant physical restraint procedures are in place in line with Ministry of Education guidelines and are reviewed annually. Appropriate professional development will be provided to assist staff.
- ensure EOTC guidelines are followed and a risk analysis management system (RAMS) is carried out where and when appropriate, reviewed annually.
- all EOTC overnight, overseas or high risk trips require board approval prior to the planning stage.
- all overseas trips will follow the overseas trips guidelines.
- ensure relevant search and surrender procedures are in place in line with Ministry of Education guidelines and are reviewed annually. Appropriate professional development will be provided to assist staff.
- before any contractor commences work in the College, the contractor's health and safety procedures will be discussed with College Property Manager, and an induction process completed and signed off with the property manager.
- consult with the community every two years regarding the health programme being delivered to students.
- advise the Board Chair of any emergency situations as soon as possible.

### **Guidelines:**

1. The role of the Health and Safety officer will be delegated to the Principal and regular updates from committee minutes will be reported to the Board as required.
2. Specialist areas where students may be exposed to danger will be required to have a specific safety code in place.
3. Appropriate personal protective equipment will be used where required, by the staff and students.
4. Hazard identification and incident data will be reviewed at every Health and Safety committee meeting and a data summary reported to the Board regularly.
5. Reporting requests, any Health and Safety events, training, protective drills, significant hazards, accident or near misses, to be reported to the Board via the Principal in the Board

papers.

6. Refer to the 'Working from home guidelines' when appropriate.
7. All workers and students are expected to play a vital responsible role in maintaining a safe and healthy work environment
8. The Principal will refer to the Harmful and Objectionable Materials guidelines making them available for staff reference and providing the appropriate support and professional development in order to have them carried out successfully as required.

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#### **Appendix - Working from home provisions:**

Boards have employment obligations, therefore must provide reasonable support and assistance to all employees. Employment Relations Act 2000 – Parties to an employment relationship to deal with each other in good faith – be “open and communicative”. The Health and Safety at Work Act 2015 states “ensure so far as is reasonably practicable, the health and safety of workers, while the workers are at work” – their home is now a “place of work”.

#### **Considerations:**

- The Principal should be the person managing communication with the staff and the 'check in's' with them as the day-to-day manager of the school.
- The Board (normally by the Board Chair) will need to 'check in' with the Principal regarding their health and wellbeing.
- The Principal can provide the Board with reasonable updates in regards to staff health and wellbeing and the systems in place for this purpose.
- Be compassionate and mindful of any of the circumstances around working from home contexts and arrangements.
- Communicate about risks (including stress/burnout/ergonomics)
- Ergonomics and workspace may be considered.
- For people/staff to have a work/life balance – switch off from work (have work hours) and while at “home” (after work hours)
- Expectations are reasonable and achievable given the circumstances.
- Consider offering counselling services such as - Employee Assistance Programme (“EAP Services”) – 0800 327 669 / [www.eapservices.co.nz](http://www.eapservices.co.nz),