

# Rangiora High School

## Board of Trustees



### Health and Safety Policy

#### Rationale

The Rangiora High School Board of Trustees 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.

#### Purpose

The board of trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. The BOT will, as far as is reasonably practicable; comply with the provisions of legislation dealing with health and safety in the workplace, by:

- making health and safety a key part of our role
- working with our employees to improve the health and safety systems at RHS
- ensuring that all hazards are identified
- providing adequate facilities, including ensuring property and equipment is safe to use and doing everything reasonably possible to remove or reduce the risk of injury or illness
- providing the information, training and supervision needed to achieve this
- promote and contribute to a safety conscious culture of continuous improvement

#### Guidelines

Health and safety is everyone's responsibility.

The Principal, as Officer has responsibility for implementing the Health and Safety Policies 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 school from unsafe or unhealthy conditions or practices
- ensure there is an effective method in place for identifying, assessing and controlling hazards. This includes recording and investigating injuries, and reporting serious harm
- investigate incidents, near misses and reducing the likelihood of them happening again
- have emergency plans and procedures in place
- train everyone about hazards and risks so everyone can work safely
- provide appropriate induction, training and supervision for all new and existing workers
- help workers who were injured or ill return to work safely
- make sure contractors and subcontractors working at the school operate in a safe manner.
- advise the Board Chair of any emergency situations as soon as possible
- comply with the health and safety legislation, duties of workers
- ensure their own safety at work
- Advise WorkSafe New Zealand as soon as possible of a Health and Safety incident in the school

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

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace 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 your exposure to workplace hazards.

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 injuries, incidents and near misses to their teacher or other staff members
- 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.

### Related Policies

- RHS Procedural Policy: Others in the workplace
- RHS Procedural Policy: Worker Participation
- RHS Procedural Policy: Risk management
- RHS Procedural Policy: Induction, training and information
- RHS Procedural Policy: Personal protective equipment

### Documentation

- [Health and Safety Practical Guide for Boards of Trustees and School Leaders](#)
- Rangiora High School Staff Handbook

<b>Date of Review</b>	June 2020
<b>Date of Next Review</b>	April 23
<b>Adopted by the BOT</b>	19 August 2020