

Optional training available, relevant to specific work areas and/or potential hazards:

- First Aid (to be approved by DP with responsibility for PLD). All workshop and technical workers should be trained in first aid. Also, coverage can be provided in an area by other full-time workers.
- Back care/manual handling
- CPR
- Defensive Driving
- Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations: this includes chemical safe handling training (2.5 hour course)
- Approved handler training (4 hour ERMA course).

Criteria for Health and Safety Trainers

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the Deputy Principal with responsibility for professional development to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role, as described in the position description/profile and expectations for each worker

Monitoring

- Completion of training is recorded by the Deputy Principal with responsibility for professional development and reported in the BoT Personnel Report
- Deputy Principal with responsibility for professional development monitors renewal/refresher needs for First Aid and Fire Warden training

Review and assessment

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether:

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added

Individual training needs can be reviewed, in consultation with worker, as part of the performance management cycle.

Contracted Workers

Induction:

The Assistant Executive Officer will:

- provide a summary card of evacuation / Health & Safety while on site
- provide health and safety induction, as appropriate, including: hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school health and safety policies and procedures

Service, maintenance and construction contractors:

The Deputy Principal with responsibility for Enriched Environment will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

Related Policies

- RHS Health and Safety Policy
- RHS Procedural Policy: Others in the workplace
- RHS Procedural Policy: Worker Participation
- RHS Procedural Policy: Risk management
- RHS Procedural Policy: Personal protective equipment

Documentation

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

Date of Review	24 June 20
Date of Next Review	May 2023
Adoped by BOT	March 18