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| Tool 2 - Board of Trustees’ Checklist Toolbox |

**Duties of the board of trustees**

The HSWA imposes a number of duties on the board of trustees (as an entity) as they are responsible for ensuring health and safety in the school workplace. In many cases, the actions required to meet these duties can be easily and effectively integrated into the normal processes that are used to run the school on a day-to-day basis.

This checklist provides a means for the board to assess its performance against the duties specified in the HSWA.

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| **Checklist** (When answering these questions our board needs to ensure that there is evidence of compliance eg worker training records, risks identified in the appropriate register, copy of our H/S policy printed at reception and list of health and safety reps in our staff room) | **Yes** | **No** |
| 1. Are we taking action to ensure the health and safety of our workers? |  |  |
| 2. Is a healthy and safe working environment provided for independent contractors and their workers (e.g. cleaners, trades people, repair people) who enter our school? |  |  |
| 3. Are other people (such as our students, parents, visitors, etc) protected from risks arising from our school’s work and activities? |  |  |
| 4. Are our workers, students and volunteers protected from risks arising from activities while away from our school, such as when on excursions, camps or EOTC? |  |  |
| 5. Is the use, handling and storage of plant, substances and structures safe at our school and systems to support this?? |  |  |
| 6. Are our workers provided with adequate facilities for their welfare while at work, including access to the facilities while at work? |  |  |
| 7. Are our workers provided with information, training, instruction or supervision so that they can do their work safely and without risks to health? |  |  |
| 8. Is the health of our workers and workplace conditions monitored to prevent injury or illness of workers arising from our school’s operations? |  |  |
| 9. Are our school’s fittings, fixtures and plant checked to ensure they don’t pose risks to the health and safety of anyone at our school? |  |  |
| 10. Does our board consult, cooperate with, and coordinate activities with all other PCBUs (businesses) who are working together on the same project (e.g. construction on school grounds, school camps or EOTC activities)? |  |  |
| 11. Are notifiable events reported to WorkSafe as soon as possible after the event? |  |  |
| 12. Do we keep records of notifiable events for at least 5 years? |  |  |
| 13. Do we engage regularly about health and safety matters with our workers? |  |  |
| 14. Do we engage with our students about health and safety? |  |  |
| 15. Do we have effective practices that allow our school workers to have an opportunity to participate in improving work health and safety on an ongoing basis? |  |  |
| 16. Do we engage with our community and relay our expectations of them when they visit our school? |  |  |
| 17. Does our school have one or more health and safety representatives and/or a health and safety committee? |  |  |
| 18. Does our school have a risk identification and control process that eliminates or minimises the identified risks? |  |  |
| 19. Do we share information and ideas about risks and how to control them with our workers? |  |  |
| 20. Does our board of trustees receive and consider regular reporting on its compliance with the HSWA? |  |  |

For further information about the board’s duties refer to [Factsheet Topic 1 Leadership, Part 1](http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Factsheets/Topic-1-Leadership-factsheet-PART-1-Final.pdf).

Approved by: Date:

Next review date:

Actions arising from Checklist: