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| Tool 2: Health and safety policy example |

*Please note this is an example policy only. Your policy should be developed with your board/senior management, workers and community. Your policy should reflect all requirements noted in the Health and Safety at Work Act 2015.*

**[Name of school/early learning service] Health and Safety Policy**

# Purpose

This policy describes our overarching commitment and approach to health and safety and is implemented through our health and safety systems and processes, all of which are regularly reviewed.

Our policy includes roles and responsibilities and the key elements of a good health and safety system.

# Roles and responsibilities

Everyone is responsible for health and safety.

## Board/service operator

Our board/organisation, as the PCBU (Person Conducting a Business or Undertaking), has the primary responsibility for the health, safety and wellbeing of workers and others influenced by our work (including visitors, children and young people).

We are committed to providing and maintaining a safe and healthy workplace for all workers, children, young people, and other people in the workplace. We will achieve this through:

* making health, safety and wellbeing a core part of our work and a regular agenda item for workers, managers and governance
* initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers and others influenced by our work
* undertaking regular reviews of and reporting about our health and safety system
* engaging with our workers to continuously improve our health and safety system
* providing students with health and safety information and training and encourage positive engagement with health and safety
* doing everything reasonably possible to remove or reduce the risk of injury or illness, including through regular hazard and risk assessments
* making sure all incidents, injuries and near misses are recorded in the appropriate place
* investigating incidents, injuries and near misses and reducing the likelihood of them happening again
* having emergency plans and procedures in place
* training everyone about hazards and risks so everyone can work safely
* providing appropriate induction, training and supervision for all new and existing workers and volunteers
* Ensuring safety checking and police vetting requirements are met for all new and existing workers and volunteers
* helping workers who were injured or ill return to work safely
* making sure contractors and sub-contractors working at the school operate in a safe manner

## Officers

Officers have a due diligence duty under the Health and Safety at Work Act 2015 (HSWA) and must take reasonable steps to:

* know about current work health and safety matters
* understand the hazards/risks associated with the workplace operations
* make sure there are resources and processes for managing risks
* ensure there are processes for receiving and reviewing information on and responding to incidents, hazards/risks
* verify workplace health and safety processes and resources are being used

## Workers

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace.

* take reasonable care for their own health and safety
* take reasonable care that their behaviour does not adversely affect the health and safety of others
* comply with any reasonable instruction from the PCBU to allow the PCBU to comply with the HSWA
* cooperate with the PCBU’s health and safety policies or procedures

Note:

* Workers should report any incident, risk or hazard using agreed procedures, and inform visitors of any known hazards or risks in the workplace
* A student becomes a worker while on work experience for another PCBU. So when they are on work experience, the host PCBU will have the most influence over their health and safety

Visitors and Students

All others in the workplace including visitors and students should:

* take reasonable care for their own health and safety
* take reasonable care that their behaviour does not adversely affect the health and safety of others
* report any concerns about health and safety to the school/early learning service management

The school should have in place, when appropriate:

* an induction process for visitors that covers risks and emergency procedures
* health and safety signs and posters displayed in areas where visitors enter our school or school facilities
* alternative language versions of signs and posters
* health and safety rules available for regular visitors
* a process to introduce students to basic health and safety concepts
* a process to encourage students to recognise and report hazards
* a process to enable students to remove themselves from areas of risk
* a process for introductions to be made to health and safety representatives/first aiders
* a location identified for Civil Defence information.

# Worker participation

Workers will regularly be made aware of opportunities to participate in improving health and safety including through health and safety representatives and the health and safety committee.

The board/service operator will also ensure workers can raise any health and safety concerns directly with them.

## Election of health and safety representatives (HSRs)

* Elections for HSRs are held triennially, or as required in the event of a HSR vacating their role
* The election organiser calls for nominations for the HSR position by a certain date – all workers in the workgroup must have the opportunity to nominate and elect their HSR
* Elections may be undertaken using any form of voting. Voting may be by a secret ballot (if requested by a member of the workgroup, a candidate for election or the board)

## Health and safety committee

Our health and safety committee membership is agreed by the board/management and workers and HSRs have an automatic right to sit on the committee.

The committee will meet quarterly, and also after any incidents or near misses the committee or board/management believe require further investigation or review.

# Managing risk

We have procedures in place to identify, assess and manage risks and hazards including:

* Quarterly review of hazards, risks and control measures and captured in a risk register
* Having ‘health, safety and wellbeing risks and issues’ as a standing agenda item at team, management and governance meetings
* Ensuring new equipment or new work processes undergo a risk assessment prior to implementation/use
* Decisions about what risk control measures to implement will occur in discussion with workers.

## Issue resolution

* Any matter that concerns a worker about their health and safety should be raised with that worker’s school/early learning service leader. This can be raised by that worker or an HSR
* If the school/early learning service leader cannot resolve the matter to the worker’s satisfaction, the HSR will be approached if they are not already involved
* The school leader, worker and the HSR will work together to get a satisfactory resolution
* If a satisfactory resolution cannot be reached with the school leader, the worker, HSR, or worker representative may look to the options below to resolve the issue
* Operational matters, including workload or work process, should be raised with the relevant manager as appropriate
* Building facilities matters should be raised with the principal in the first instance
* Policy concerns should be raised with the board
* School leaders involved should make every effort to find satisfactory and timely resolutions.

## Right to refuse unsafe work

A worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker’s or other person’s health and safety arising from an immediate or imminent exposure to a hazard.

In this event the following steps will be taken:

* The worker will advise their relevant member of school/service leadership immediately
* The worker and school/service leader will attempt to resolve the matter as soon as practicable
* If the matter is not resolved the worker may continue to refuse to carry out the work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker’s or other person’s health or safety arising from an immediate or imminent exposure to a hazard
* If the matter cannot be resolved, WorkSafe NZ will be contacted
* The worker will perform any other work the employer reasonably requests within the scope of their employment agreement.

## Provisional improvement notices

An HSR who has received the appropriate training may issue a provisional improvement notice (notice) to a person if the HSR reasonably believes that the person is contravening, or is likely to contravene, a provision of the Act or Regulations. The notice may require the person to:

* Remedy the contravention; or
* Prevent a likely contravention from occurring; or
* Remedy the things or activities causing the contravention or likely to cause a contravention.

The HSR must not issue a notice to a person unless he or she has first consulted the person.

The HSR must not issue a notice if an inspector has already issued a notice in relation to the same matter. If a notice is issued, the HSR must provide a copy of that notice to the relevant school leader as soon as practicable.

# Property and equipment

We have a property maintenance plan which is regularly reviewed and have sufficient budget in order to meet property maintenance requirements.

Property maintenance and equipment supply is a standing agenda item for our board/service operator meetings.

## Personal protective equipment

Our people will have access to personal protective equipment (PPE) when it is required, noting it is not a substitute for more effective control methods.

Officers will have responsibility for determining the presence of hazards and risks which need PPE and selecting and purchasing PPE.

Where PPE is used:

* we will meet the requirements of WorkSafe NZ Regulations
* PPE will meet the relevant AS/NZS compliance standards –
  + equipment provided must fit the person correctly for example: hard hats/helmets fit and adjusted correctly
  + foot and eye wear must be the right size
  + our people must be trained in using PPE
  + PPE must be maintained in good condition and available for use when needed
* workers will inform relevant school/early learning service leaders of the need to repair or replace PPE
* we will provide training, guidance and help to our people on the proper use, care and cleaning of approved PPE
* we will maintain training records for workers
* we will at least annually re-evaluate the suitability of previously selected PPE.

The board will consult, co-operate and co-ordinate with other workplaces on PPE that is to be used. For that reason, this policy can also be applied where an adequate PPE policy does not exist at other workplaces.

# Injury and illness

Parents and caregivers will be notified of any injury or illness of their child if requiring attention from a First Aid Officer, including use of the sick bay.

We have systems and processes that will be followed when undertaking an investigation and to implement necessary changes.

* Workers, visitors, children and young people are reminded at least annually, and as part of their induction, about our process for reporting injuries or accidents
* There are protocols in place to ensure **notifiable** events are reported to WorkSafe and to the board/service operator and recorded centrally
* Workers are advised at least every quarter who has been trained in first aid
* We use standardised investigation forms and an injury or incident procedure following an incident or injury
* Training is provided for those individuals who will undertake any investigation
* Children and workers with known medical conditions have a care plan logged with us.

## Support and rehabilitation for injuries or illness

We will support a successful return to work by:

* ensuring relevant workplace hazards (including psycho-social) are addressed appropriately
* having an effective return to work plan which may include:
  + modified or alternative duties being offered
  + hours of work (start/end times and number of hours) and work breaks (frequency and duration)
  + support, aids or modifications to the workplace
  + special needs or conditions and what will be done to help (for example, assistance with transport)
  + time frames
  + monitoring and reviewing progress so that problems can be identified and managed early
* supporting effective co-operation between the parties involved including the board/service operator, the ill or injured person’s manager, co-workers, the health and safety representative, ACC, treatment provider and occupational health nurse.

Under the HSWA 2015, the H&S representative has a specified role to promote the interests of workers who have suffered illness or injury at work, including involvement in the arrangements for rehabilitation and return to work.

# Health and wellbeing

We engage closely with staff and others to support a proactive approach to health and wellbeing.

We have specific performance indicators to measure the effectiveness of our health and wellbeing engagement and programmes.

Workers’ and others’ health and wellbeing are regular agenda items for teams, senior leaders and governance.

Staff know who they can contact if they have any concerns about their own wellbeing or the wellbeing of others.

Our training programme includes development of capability in staff and management to proactively support wellbeing.

# Induction, training and information

We support a programme of induction and training to ensure workers and others impacted by our work are aware of how they can keep themselves and others as safe as possible.

Professional development in health and safety will strengthen the capability of workers to maintain a safe and happy work environment.

## Induction

Induction training for new workers will include:

* a full health and safety briefing on workplace hazards and safe working methods
* identify and explain existing and potential workplace hazards
* explain the person’s health and safety responsibilities
* explain staff reporting requirements for incidents and accidents
* introduce the health and safety representative, fire warden, and first aider
* explain any emergency and evacuation plans
* show the location of first aid kits, Civil Defence kits, phones, fire extinguishers, fire alarms, emergency exits, emergency meeting points
* explain any compulsory personal protective equipment and safety gear, and why it must be used.

The principal is responsible for ensuring the worker induction checklist is completed.

## Training

Health and safety training will include:

* induction training covering health and safety
* knowing the health and safety responsibilities of the board and all staff
* risk identification and management
* incident recording and reporting, including near hits and misses
* safe work procedures
* safe use of all equipment relevant to the worker’s duties
* safe use, storage and maintenance of personal protective equipment
* safe use and storage of hazardous substances
* role-specific training for those with health and safety responsibilities in the workplace, for example, health and safety representatives
* emergency procedures, including evacuation procedures and use of emergency equipment.

Compulsory health and safety training for all workers includes:

* fire drills
* computer health and safety
* harassment and bullying prevention
* other training as directed by the principal/service operator necessary to ensure risks associated with specific work are managed in a safe manner.

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

* 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).

## Training for health and safety representatives

HSR training will be based on need and will reflect their function and powers.

* All newly elected HSRs must complete initial training. Initial training is considered completed when the HSR is assessed as having achieved the NZQA Unit Standard 29315 39
* HSRs will register for appropriate health and safety training in the first two months after becoming an HSR. Each HSR may undertake further training as courses become available and the board budget permits.
* As part of the HSRs’ continual learning, the board will periodically coordinate and deliver active development and knowledge sharing.

## First aid training

* All workshop and technical workers will be trained in first aid
* First aid coverage for other areas will be provided by other full-time workers.

## Contracted workers

The principal/relevant leader will 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 appropriate school leader will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

## 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. We will 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.

## Further Information

Health and safety information will also be provided in the following formats/forums:

* posters and signs
* workers and student handbooks
* induction and training
* parent/whānau and community meetings
* classroom activities
* health and safety committee meetings
* workers’ meetings
* online.

# Monitoring, reporting and assurance

Our leadership team, health and safety representatives, and health and safety committees all contribute to providing information on the system performance to the board or early learning service operator and assisting officers to meet their due diligence duty.

Health and safety is a regular item on agendas for governance, leadership and teams.

Workers and others know how to report any concerns about health and safety.

We will use performance indicators to help us to measure the success of our health and safety system.

Our performance indicators will be reviewed annually to ensure they continue to be suitable.

Add your specific performance indicators here – or add as an appendix to your policy. The following table may give you an idea of what you might choose to measure.

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| FOR MANAGEMENT | FOR WORKERS |
| Improved health and wellness of workers  A happier, more resilient workforce  More engaged staff  Increased worker performance  Reduced absenteeism  Better staff retention  Reduced workplace accidents  Reduced sick leave  Increased loyalty  Stronger employer/employee relationships  Lower injury, illness and sick pay costs | Improved job satisfaction  Better quality of life  Improved physical fitness, nutritional practices and mental wellbeing  Better knowledge of health promoting behaviours  Better health outcomes  Increased energy and morale |

Examples of indicators could include induction training completed for all new staff, accident and incident register up to date, staff actively engage in health and safety through discussion and reporting, number of injuries or incidents reducing, lower level of sick leave.

## Monitoring, review and assessment of training

Completion of training is reported and recorded.

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the annual planning.

Individual training needs will be reviewed, in consultation with workers, when professional development and training plans are reviewed.

## Health and safety audits

Internal and external audits will be carried out against a set of audit standards, which will cover the following areas:

* our commitment to workplace health and safety
* monitoring, tracking, reporting and evaluation of the workplace health and safety system
* risk identification, assessment and management
* information, training and supervision
* incident and accident reporting, recording and investigation
* worker participation in workplace health and safety
* emergency planning and readiness.

The outcomes of the audit should identify areas of non-conformance and make recommendations on improvements that can be made to the health and safety system.

Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Next review date: \_\_\_\_/\_\_\_\_/\_\_\_\_