



TAIERI COLLEGE

HEALTH & SAFETY POLICY

Rationale:	Tairi College Board of Trustees is committed to ensuring the health and safety of all staff, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.
Legislation:	Health & Safety at Work Act 2015 Children's Act 2014 Ministry of Education – National Administration Guidelines (NAGs) – NAG 5.

Tairi College Board of Trustees is committed to providing and maintaining a safe and healthy workplace for all staff, students, and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role.
- everyone contributing to improving the health and safety system at our school.
- doing everything reasonably possible to remove or reduce the risk of injury or illness.
- making sure all incidents, injuries and near misses are recorded in the appropriate place.
- investigating incidents, near misses and taking action to reduce the likelihood of them happening again within appropriate timeframes.
- having emergency plans and procedures in place and updated annually.
- training everyone about hazards and risks so everyone can work safely.
- providing appropriate induction, training and supervision for all new and existing staff as required.
- helping individuals who were injured or ill return to work safely.
- ensuring contractors and sub-contractors working at the school operate in a safe manner.

All individuals 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.
- ensuring new staff, staff members, students, 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.

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Date to be Reviewed: March 2024	Updated by: Self-Review Team	Approved by: Board of Trustees

Others in the workplace

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while on 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.

Health and safety is everyone's responsibility.

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