



LYNFIELD COLLEGE

HEALTH AND SAFETY POLICY

To be read in conjunction with the Health and Safety at Work Act 2015

PURPOSE

The 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.

HEALTH AND SAFETY IS EVERYONE'S RESPONSIBILITY

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. We will achieve this through:

- Making health and safety a key part of our role
- Working with our workers to improve 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 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
- 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.

Everyone is 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 work place 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.

Others in the workplace

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.

Signed on behalf of the Lynfield College Board of Trustees:

Chairperson Date

THREE YEARLY REVIEW CYCLE | REVIEWED OCTOBER 2016 | NEXT REVIEW OCTOBER 2019

ASSOCIATED RESOURCES AND DOCUMENTS

- The Health and Safety at Work Act 2015
- https://docs.google.com/spreadsheets/d/17zXOULpyBfeg6Q_M5UeR9sYDpsr54M2dCu7qzEHogw/edit#gid=1245144181
- <https://www.worksafe.govt.nz/>
- Induction, Training and Information Procedures
- Injury and Incident Management and Reporting Procedures
- Personal Protective Equipment Procedures
- Risk Management Procedures
- Worker Engagement and Participation Procedures
- Others in the Workplace Procedures
- Health and Safety Delegation of Procedures