

St Bede's College Boarding House



Health and Safety Policy

Purpose

The Board of Proprietor's 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.

1) The Board of Proprietor's 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, including pandemic planning
- 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 boarding house operate in a safe manner.

2) All workers 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
- 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.

3) Others in the workplace

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

- follow all instructions, rules and procedures while in residence at the boarding house, or on boarding house approved activities
- report all injuries, incidents and near misses to their supervisor or manager
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning

Students and whanau are provided with basic health and safety rules, information and responsibilities through the Boarding Handbook. Health and safety is everyone's responsibility, subsequently all are encouraged and monitored to engage in positive health and safety practices.

This policy should be read in conjunction with the Health and Safety at Work Act 2015 and other relevant legislation as outlined.

Failure to Comply

Failure to comply to Health and Safety Policy and Procedures can be dealt with through:

- Health and Safety Work Act 2015 legislation, and/or
- Individual Employment Agreement Discipline Procedure, and/or
- Student Discipline Procedure

Supporting Documents

- Hostel Regulations 2005
- Board Consultation and Review Framework
- EOTC procedure
- Pandemic Plan
- Emergency Management Plan
- Food Safety Programme – via Compass
- Employee Welfare Programme
- Health Procedure
- Child Protection Procedure
- Risk Management Procedure

Chairperson _____ Date: ___/___/___

Next review date: ___/___/___