



## MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

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### HEALTH AND SAFETY POLICY

#### LEGISLATION

Health and Safety at Work Act 2015  
Education Act (1989)  
National Education Goals (1993)  
National Administration Guidelines (1993)  
Injury Prevention, Rehabilitation Compensation Act 2001

#### Memorandum of Understanding with He Mataariki Teen Parent Unit

##### Introduction

Mangakahia Area School is committed to providing and maintaining a safe and healthy working environment for its staff. In addition, the School is also committed to providing a safe and healthy environment for students, visitors, contractors and everyone attending the school.

##### Definitions

**Officer** - in regards to the School, this includes members of the School Board of Trustees the Principal and the Senior leadership Team (SLT) members for their areas of responsibility.

**Worker** - a person who carries out work in any capacity for the School, including School staff; contractors, subcontractors and their employees; and others as stipulated in the Health and Safety at Work Act 2015 (New Zealand Legislation website). Volunteers are excluded from this definition in some cases, see section 19(3) (New Zealand Legislation website) of the Act for further guidance

**Workplace** - any physical location in which work-related activities are performed under the control of the School.

##### Policy Statement

The School as the Person Conducting a Business or Undertaking (PCBU) will

- Demonstrate excellent health and safety practice with legal compliance as a minimum.
- Implement policy and procedural requirements within a system of continuous review and improvement.
- Implement effective consultation and communication systems for health and safety.
- Consult and actively promote participation with staff, students and contractors to ensure they have the commitment, training, skills, knowledge and resources to maintain a healthy and safe environment.
- Maintain strong work participation processes and structures, including a regular opportunities for staff to co construct best practice for the school.

- Ensure that all staff, students, visitors and contractors are made aware of emergency procedures and how to respond to all emergencies and critical incidents. (Emergency response guide in sign in book)
- Work together with other PCBUs in a spirit of trust and co-operation towards optimum health and safety results.
- Have in place review mechanisms to continuously improve health and safety performance and learn from any incidents. (Safety survey, Incident book)
- Provide access to treatment and rehabilitation programmes for employees that support a safe, early and satisfactory return to work from injury or illness, work and non-work where possible.

### **Health and Safety Roles and Responsibilities**

Roles and responsibilities for health and safety matters have been significantly changed with the introduction of the *Health and Safety at Work Act 2015 (New Zealand Legislation website)*

Every member of the School community has a responsibility to maintain excellent health and safety practice; this responsibility increases incrementally through the levels of the line management structure.

### **Officers' Responsibilities**

The School BoT, the Principal, and members of the Senior Leadership Team (SLT) within their areas of responsibility each have the following responsibilities as officers under the Act:

- Acquire and keep up-to-date knowledge of health and safety matters for the School
- Understand the nature of the School's operations and of the associated hazards and risks.
- Ensure the School has appropriate resources and processes to eliminate so far as is reasonably practicable, or minimise so far as is reasonably practicable, risks to health and safety.
- Ensure that the School has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information.
- Ensure that the School has, and implements, processes for complying with any duty or obligation.
- Verify the provision and use of the above resources and processes through reviews and audits.

### **Guidelines**

#### **Through the Principal the board will:**

- ensure appropriate resources are allocated to health and safety
- investigate all reported accidents and injuries
- identify all hazards and take all reasonable steps to eliminate them.
- maintain the Accident Register
- Maintain and keep safe all Plant and Machinery
- require staff and students to fully cooperate and comply in all health and safety matters
- require emergency evacuation drills are held each term and minute their completion.

#### **Through its Bus Controller the board will require:**

- school buses and other forms of school transport to be safe student environments.
- students and drivers to comply with school and Ministry of Education requirements.
- regular reports to assure the board that its requirements are met at all times.
- immediate and thorough investigation and resolution of incidents that breach requirements.

## Workers' Responsibilities

School staff and contractors (including sub-contractors) have the following responsibilities:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply as far as he or she is reasonably able with reasonable instructions given by the School in relation to health and safety.
- Cooperate with the School's policies and procedures relating to health and safety.
- The effective delivery of this policy requires everyone to accept a personal responsibility for health and safety. The School will provide professional and competent support and advice to all members of its community.

## Duties of other persons at workplace

Other people at the workplace, including adjunct appointees, student interns, volunteers or any other person must:

- Take reasonable care for his or her own health and safety
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- Comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the School in relation to Health and Safety.

## Related Documents and information

### Legislation

- [Accident Compensation Act 2001 New Zealand Legislation website](#)
- [Hazardous Substances and New Organisms Act 1996 \(New Zealand Legislation website\)](#)
- [Health and Safety at Work Act 2015 \(New Zealand Legislation website\)](#)  
- [Health and Safety at Work Regulations \(WorkSafeNew Zealand Regulations\)](#)

Health and Safety Policy


Last Modified

Review Date

Approval Authority BoT Chair

Contact Person Health & Safety Manager Human Resources

28/04/2017 Policy approved by BoT chairperson. ....



19/9/2017  
Date

All policies are adopted annually by the board as recorded in the minutes

REVIEW DATE: Term 3 2018