



Rangi Ruru
Girls' School

HEALTH AND SAFETY POLICY

Rangi Ruru Girls' School is committed to providing and maintaining an environment and system of work that is safe and without undue risk to students, employees, contractors, and members of the public. All reasonably practicable steps will be taken to ensure our H&S culture prevents and reduces harm. We will focus on employee engagement and continuous improvement in our Health and Safety performance to protect students, employees and visitors from accidental harm, and our property from accidental damage.

To this end, all employees will be inducted into the Rangi Ruru Girls' School H&S standard, and it shall be reinforced to them that H&S management is an integral part of our workplace practice and culture. Employees will understand their responsibility to proactively manage H&S by maintaining safe work practices and reporting any unsafe acts or incidents.

Safety is everyone's responsibility. No one in this school should feel compelled to work unsafely.

To achieve and maintain high standards of H&S management we shall ensure that:

- Hazard identification, risk assessment and control procedures are operating throughout the workplace to prevent personal injury.
- Consultation with employees regarding H&S management is valued and occurs regularly, via H&S committee.
- All equipment is maintained in a serviceable state and any defect or fault reported immediately. (All faulty equipment will not be used and will be locked and tagged out)
- All employees are provided with necessary instruction, adequate training, and appropriate PPE to do their job safely.
- All operations in the workplace will comply with the applicable, health and safety codes of practice, regulations, guidelines, and recognised industry good practice.
- A comprehensive and up-to-date plan for all identified potential emergencies is in place.
- We will set objectives and targets to manage, measure, review and continuously improve our performance.
- Where there are multiple PCBUs working at Rangi Ruru Girls' School with overlapping health and safety duties, we will, as far as reasonably practicable, ensure that the parties consult, co-operate and co-ordinate their activities. This will involve ensuring all contractors on site will be prequalified and police vetted.
- All staff have access to EAP.
- All employees and students will be provided with the necessary support for the safe and structured return to work after an injury.

Individual employees will meet their obligations to take all reasonably practicable steps to ensure their own and others health and safety and are encouraged to become actively involved in assisting management achieve our desired H&S culture.

Signed Nicki Carter Date 28/2/2024

Name Nicki Carter

Position: Board Chair

OFFICER RESPONSIBILITIES

The Board collectively holds the primary duty of care and develops and reviews Rangī Ruru Girls' School health and safety policy to make sure it meets the obligations of the HSWA. Individually, board members must exercise due diligence to ensure the board complies with its duties and that policies and procedures are in place and monitored. Responsibilities include:

- Review the school's charter to ensure it supports a health and safety focused culture.
- Understand the nature of Rangī Ruru Girls' School operations and the general risks and controls associated with them.
- Provide appropriate resources and set goals to eliminate or minimise the H&S risks associated with Rangī Ruru Girls' School operations.
- Make sure Rangī Ruru Girls' School has appropriate processes for receiving information on hazards, risks, and incidents.
- Verify that approved resources, processes, and controls have been provided, are implemented/used and effective.

It is the responsibility of Senior Management to ensure that H&S related matters are promoted to all staff.

Other responsibilities include, but are not limited to:

- Make sure there are resources and processes in place so that Rangī Ruru Girls School complies with its legal H&S obligations and delivers the H&S expectations and policy of the Board.
- Make sure all new staff, contractors and visitors are inducted in the relevant H&S procedures.
- Identify tasks or areas that fail to comply with H&S standards and initiate the appropriate corrective actions. Lead hazard and risk identification. Ensure all hazards and risks have appropriate controls and are managed.
- Ensure all accidents/incidents are accurately reported, recorded, and investigated. All accidents are responded to with corrective actions implemented in a timely manner.
- Ensure WorkSafe is notified of any notifiable events, incidents, or injuries within required timeframes.
- Ensure staff training on H&S matters are kept up-to-date and documented.
- Supervise rehabilitation programmes or return to work activities for injured employees and students.
- Ensures H&S is part of every meeting agenda.

ALL EMPLOYEES

The Health and Safety at Work Act 2015 places the onus of responsibility for HSW on employees as much as the employer. It is imperative that all workers actively participate in identifying hazards, risk assessment, reporting accidents, near misses and avoiding any action that may cause harm to themselves or others. This includes:

- Work in a safe manner to protect themselves, their fellow workers, students and all plant, property, and equipment - "Abide by all safety regulations, rules, guidelines, policies and procedures".
- Only operate gear and equipment for which they have been approved, trained, and hold appropriate certificates for, or they work under their manager's authorisation or specific supervision.

- Keep their work area or equipment clean and tidy to maintain a high level of housekeeping.
- Wear and require students and other workers wear required personal protective equipment for tasks as per agreed controls.
- Ensure no action or inaction while at work causes harm to any other person.
- Be familiar with all emergency equipment in the work area and all emergency site procedures.
- Not willingly interfering with or misusing items or facilities provided, in the interest of safety.
- Report all accidents, injuries and near misses as soon as possible using PeopleSafe and taking all reasonable action to eliminate their recurrence. Report any hazardous condition, situation, or event.
- Report early warning signs of potential harm, including OOS, or workplace stress, in themselves and others.
- Ensure appropriate supervision of student activity to ensure students follow safe practices or activity is stopped when it is unsafe.