

3.1 HEALTH AND SAFETY – COLLEGE SITE AND PHYSICAL RESOURCES

Approved by: Board of Trustees	Date effective: Jun 2016
Contact: Deputy Principal	Review date: Jun 2019
Group: LT, H&S Comm	Reviewed by: Health & Safety Committee / Senior Leadership Team / BOT

Policy statement

Nelson College is committed to the Health & Safety of its staff & student and other people affected by their work and meeting the requirements of the Health & Safety at work Act 2005.

Policy rationale

The Nelson College community has a reasonable expectation that the activities carried out within the College environment are safe in all respects. The processes and guidelines outlined are based on the Health and Safety Code of Practice for Schools.

Responsibility for implementation

Board of Trustees

- Will ensure that policies & procedures are in place which meet the requirements of the Health & Safety at Work Act 2015.

Deputy Principal

- Will create processes where health and safety reps, staff and contractors, are able to find ways to control hazards and adopt all accepted health and safety standards, plus ensure that all necessary safety equipment is provided and maintained.
- Will report to the Leadership Team and to the Board of Trustees.

Health & Safety Committee

- Will oversee, manage and co-ordinate all procedures and processes related to this policy
- Will maintain a database of existing hazards and staff qualifications and training which is relevant in complying with the requirements of the Health & Safety at Work Act 2015
- Will record and investigate accidents and close calls.
- Will involve staff (and students) in the above activities
- Will be chaired by the Deputy Principal

H & S Reps (elected by staff)

- Will identify existing hazards and new hazards as they arise.
- Will receive appropriate training as required
- Will ensure staff and students are properly trained and supervised.

Staff

- Will involve themselves actively in the above processes.
- Make themselves aware of hazards and appropriate controls.
- Will identify and report existing hazards and new hazards as they arise.
- Will report any incidences and near misses as they arise.
- Will conduct themselves in a manner which will not cause harm to themselves or to anyone else.
- Will wear all provided personal protective equipment.

Related Policies

Health & Safety Contractors & Sub Contractors on site

Appendix A

ENABLING STRUCTURE

Health & Safety Committee:

Deputy Principal
BOT Rep (reporting only)
Health & Safety Representatives

Function

- Oversee, manage and co-ordinate
- Maintain a database
- Make recommendations
- Report to LT/BOT

Worksite Supervisors (HODs)

Function

- Identify and manage hazards in each work area in consultation with H & S reps.
- Report to H & S Committee as appropriate

H & S Reps (Elected by staff)

Function

- Represent employees on H & S matters
- Work with Worksite supervisor
- Report to H & S committee as needed
- Other roles – see Appendix C

Appendix B

IMPLEMENTATION PROCESS

- 1 Audit of worksite (Hazard ID and Risk analysis) annually and when new equipment and process is implemented and following any incident, near miss or notifiable event.
- 2 School database
 - Maintained and updated by H & S Committee.
Note: Database will include
 - Hazard ID
 - Incident Report
 - Training and worksite audit records
 - Committee minutes
 - Hard copy of Hazards register available electronically.
- 3 Incident Reports
 - All notifiable incidents are to be documented using the online form available and notifying a health and safety representative. Notifiable events are reported to worksafe by the Deputy Principal or Contractor as appropriate.
 - H & S Committee will oversee the investigation of an incident and actions to prevent a repeat.
- 4 Audit
 - H & S Committee will co-ordinate (assisted by HODs and H & S reps as above) an annual hazard identification process for all areas and monitor hazard management.
- 5 Reporting
 - H & S Committee will report to Leadership Team and Board of Trustees on outcomes and recommendations.

Appendix C

ROLE OF HEALTH AND SAFETY REPRESENTATIVES

Health & Safety representatives help staff and students by playing a particular role in representing their views and working with their employer on health and safety matters.

The role and functions of health and safety representatives can be agreed between members, Leadership Team and union. The parties must act in good faith. However, if agreement cannot be reached, default functions are set out in the Act.

This role is in addition to the duty on staff to take all practicable steps to ensure their own safety and to follow normal management processes requiring reporting to management as per Appendix B No. 3..

The default mandatory functions for a health and safety representative
(*As per the Act*)

- Identify hazards and tell the Health & Safety Committee about them
- Foster positive health and safety management practices in the workplace
- Discuss ways to manage hazards with the Health & Safety Committee and Leadership Team.
- Consult with inspectors on health and safety
- Promote staff and students' interests in health and safety
- Promote the interests of staff who have been harmed at work, including arrangements for rehabilitation and return to work
- Carry out any other functions agreed between the Leadership Team and the representative or a union representing the representative

More Information

Employee Participation Fact Sheets and Guidelines, available from OSH, explain what the law says about "agreed employee participation systems" and "health and safety representatives".

For more information see www.nzctu.org.nz and www.workinfo.govt.nz

Appendix D

HEALTH & SAFETY REPRESENTATIVES Day School 2016

Worksite	H & S Representative	Cypher	Ext No.
Technology	Kieran Cleary	CY	831
Administration area	Glenys Rait	RT	821
Food Tech/C Block/Dining Room	Quinton Gately	GY	807
A Block	John Francis	FS	881
Gym/PE	Grant Billcliff	BL	842
Boarding	Jim Dickin	JD	
Science	Johnnie Fraser	FE	832
Outdoor education	Steve Garside	GE	

Appendix E

HEALTH & SAFETY REPRESENTATIVES Commercial 2016

Worksite	H & S Representative	Cypher	Ext No.
Barnicoat	Simon Mardon	MN	
Dining Hall	Shaun O'Donahue	OD	
Fell	Sharon Lukitau Ngaamo	SL	
Sanatorium	Debbie Baxter	BR	
Rental Properties	Jim Dicken	JD	
Hirage	Sharon Dawson	SD	
Leadership Team	Jim Dicken	JD	