# Operational Policy: Health & Safety Risk Management (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

Risk management is the cornerstone of the Health & Safety at Work Act 2015. It allows the Blind & Low Vision Education Network NZ (BLENNZ) to perform its duty of care, as far as reasonably practicable, to its workers and others in the workplace. The purpose of this policy is to explain how BLENNZ will effectively manage risks in the workplace as well as any work carried out by BLENNZ. The “workplace” includes all Visual Resource Centres, Homai Campus school buildings and grounds, the Early Learning Service, Café BLENNZ, Nikau Hostel, Whare Titoki, The Bach and all vehicles used by BLENNZ in the course of its business.

This policy applies to, and is to be followed by, all employees and others in any BLENNZ workplace. This includes all permanent, fixed term and day to day relieving workers, as well as all volunteers and visitors.

## Policy Requirements:

### Risk Register

A risk register will be kept in which to record information from the risk management process. For each identified hazard, the following information will be recorded:

* The harm the hazard could cause
* The likelihood that the harm would occur
* The level of risk
* The effectiveness of current controls
* What further controls are needed
* How the controls will be implemented – by whom and by when
* Review date.

### Management of Health and Safety Risks

The management of health and safety risks will be achieved through:

1. Identifying hazards: finding out what situations and things could cause death, injury or illness.

2. Assessment risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening.

3. Controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances.

4. Reviewing control measures: ensuring control measures are working as planned.

5. The completion of appropriate RAMS (Risk Assessment Management System) or SAP (Safety Action Plans) documentation.

### Roles and Responsibilities

The Principal through the National Health & Safety Committee and the management team will:

1. Ensure workers and others know about health and safety risk processes and procedures.

2. Ensure workers receive the right health and safety risk training and are aware of the risks on induction into the work area.

3. Hold and maintain the risk register for BLENNZ.

4. Inform “others in the workplace” of any known risks and controls in place.

5. Assess risks reported to them.

6. Consult with workers on the most effective controls to manage the risks.

7. Regularly review and monitor risks and the controls that are in place.

Employees, Contractors and Volunteers will:

1. Take reasonable care of their own health and safety.

2. Take reasonable care that their acts are not a risk to the health and safety of others.

3. Take reasonable steps to eliminate risks when they are first identified.

4. Report any risks to their relevant line manager, including those that have already been eliminated.

5. Seek support from a Health & Safety Representative on health and safety risk matters if required.

6. Comply with all BLENNZ policies and procedures and other health and safety policies and procedures in any other workplace accessed by BLENNZ workers.

7. Comply with any reasonable instruction in relation to risks given by the Board of Trustees (through the Principal) or another PCBU (person conducting a business or undertaking) at another site a workers member may be visiting e.g. Principal of another school.

8. Inform others of known risks.

9. May cease or refuse to carry out work if they believe the work would expose them to a serious risk.

The National Health and Safety Committee will:

1. Facilitate co-operation between the Board (through the Principal) and workers in instigating, developing and carrying out measures designed to ensure workers health and safety at work.

2. Assist in developing any standards, rules, policies or procedures relating to health and safety that are to be followed or complied with.

3. Make recommendations to the Board (through the Principal) about work health and safety.

Health and Safety Representatives will:

1. Represent workers on health and safety risk matters.

2. Promote the interests of workers who have raised health or safety risks.

3. Monitor risk controls undertaken by BLENNZ.

4. Investigate complaints from workers about health and safety risks.

5. After first consulting with the Principal through their respective Senior Manager, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable.

6. Direct workers to cease work if they believe the work would expose them to serious risk.

Visitors, Parents, Ākonga where appropriate, and any others not included above will:

1. Take reasonable care of their own health and safety.

2. Take reasonable care that their acts are not a risk to the health and safety of others.

3. Take reasonable steps to eliminate risks when they are first identified.

4. Comply with any reasonable instruction given by the Board (through the Principal) in relation to risks.

## Supporting Documents:

[Website link to Health & Safety in Employment Act 2015](http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html)

[MOE Health and Safety Requirements in Schools and Early Learning Centres](http://education.govt.nz/school/health-safety-and-wellbeing/health-and-safety-requirements/)

BLENNZ Policies (group drive)

BLENNZ Health & Safety Manual

EOTC Documentation

  28 Sept 2020

Approved: …………………………………………. Date: ………………………..

 (Principal)