# Operational Policy: Health and Safety (NAG 5)

## Blind & Low Vision Education Network NZ

### Statement of Intent:

The Blind & Low Vision Education Network NZ (BLENNZ) is committed to ensuring the health and safety of all ākonga, staff, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Health and safety is everyone's responsibility and everyone is expected to share in BLENNZ's commitment to avoid all accidents and incidents which may cause personal injury, property damage or loss of any kind. Every employee is expected to act safely at all times to ensure their own welfare and that of their fellow employees and others in the workplace.

The BLENNZ "workplace" includes all Visual Resource Centres, Homai Campus School buildings and grounds, the Early Childhood Centre, Café BLENNZ, Nikau Hostel, The Bach and all vehicles owned by BLENNZ in the course of its business.

This policy should be read in conjunction with the Health and Safety at Work Act 2015.

### Policy Requirements:

#### Staff Responsibilities

All staff have individual responsibility for health and safety. This will be achieved through:

* Staff being involved in improving health and safety systems in their workplace.
* Following all instructions, rules, procedures and safe ways of working.
* Reporting any pain or discomfort associated with injuries as soon as possible.
* Reporting all injuries, incidents and near misses.
* Helping colleagues 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 workplace tidy to minimise the risk of any trips or falls.
* Wearing protective clothing and equipment as and when required to minimise their exposure to workplace hazards.
* When visiting other work environments (this includes BLENNZ facilities located on other school sites), following the health and safety policies, procedures and emergency plans of those environments.

#### Management Responsibilities

The Principal and the management team will ensure the safety of ākonga, staff and visitors by:

* Ensuring health and safety is a key focus of their roles.
* Working with staff to improve the health and safety systems within BLENNZ.
* Ensuring staff are aware of, and understand, their own responsibility for health and safety under the Act, and the possible legal consequences for both the employer and the employee if either fails to comply with the provisions of the Act, or regulations under the Act.
* Doing everything reasonably possible to remove or reduce the risk of injury or illness by ensuring staff and others on the site are not exposed to unmanaged or uncontrolled illnesses or hazards.
* Ensuring all incidents, injuries and near misses are recorded in the appropriate place.
* Investigating incidents and near misses to reduce the likelihood of them happening again.
* Having emergency plans and procedures in place.
* Professional development will be provided to all staff about hazards and risks and the identification of hazards so everyone can work safety.
* Providing appropriate induction, training and supervision for all new and existing staff.
* Helping staff or ākonga who were injured or ill to return to work or their learning environment safety.
* Making sure contractors and sub-contractors working at BLENNZ operate in a safe manner.
* Liaising with Visual Resource Centres and/or the Ministry of Education in the event of health and safety concerns at BLENNZ locations nationally.
* In terms of the BLENNZ Health & Safety Worker Engagement and Participation Policy, ensuring there are two elected staff health and safety representatives on the BLENNZ Health and Safety Committee: one elected representative from staff based at and working from Visual Resource Centres (including Auckland South VRC) and the other being one elected representative from staff based at and working on the Homai Campus inclusive of all departments but excluding the Auckland South VRC.
* Ensuring all staff know of the availability of the Employee Assistance Programme (EAP) and how to access this service if required.

### Responsibilities of Others

All others in the workplace including visitors, contractors and ākonga where appropriate, are expected to:

* Follow all instructions, rules and procedures while on BLENNZ grounds or when attending any BLENNZ programme on or off site.
* Report all injuries, incidents and near misses to the appropriate manager.
* Wear protective clothing and equipment as and when required to minimise their exposure to workplace hazards.

Ākonga will be provided with basic health and safety rules, information and training and will be encouraged to engage in positive health and safety practices.

## Supporting Documents

BLENNZ Policy Manual

BLENNZ Health and Safety Manual

[Health and Safety At Work Act 2015](http://www.legislation.govt.nz/act/public/2015/0070/55.0/DLM5976660.html)

[Ministry of Education Website: Health and Safety Requirements for Schools and Early Learning Services Leaders](https://www.education.govt.nz/school/health-safety-and-wellbeing/health-and-safety-requirements/#sh-health%20and%20safety%20in%20schools)

[WorkSafe NZ Website](http://www.business.govt.nz/worksafe/)

[NZSTA Website - Governance Framework Site](https://www.nzsta.org.nz/governance-framework-2018/)

Approved: 

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Next Review: 2024

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