# Operational Policy: Health & Safety Induction, Training and Information (NAG 5)

## Blind & Low Vision Education Network NZ

## Statement of Intent:

Effective health and safety management involves everyone. The Blind & Low Vision Education Network NZ (BLENNZ) therefore has a responsibility to provide all employees with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

## Policy Requirements:

### Induction

All new staff must have a BLENNZ induction arranged by their line manager. This will include the identification of:

* Risks and hazards within their work area.
* Appropriate risk control procedures.
* The risk register which will be provided to be read and signed by the employee.
* Relevant BLENNZ health and safety policies and procedures for reading.
* Emergency procedures (sight first aid box, fire alarms and firefighting equipment, emergency exits).
* An introduction to the appropriate Health and Safety Representative and those trained in first aid in their workplace.

The line manager is responsible for ensuring the employee’s induction checklist is completed.

### Health and Safety Training

Compulsory health and safety training for all BLENNZ staff includes:

* Fire, lockdown and earthquake drills
* Cybersafety
* Harassment and bullying prevention
* Other training as directed by the Principal, necessary to ensure risks associated with specific work are managed in a safe manner
* First Aid (attendees as determined by the BLENNZ First Aid Policy)
* Back care/manual handling.

Optional training for staff, as approved by respective line managers, relevant to specific work areas and/or potential hazards includes:

* First aid for those not covered by compulsory training requirements
* CPR
* Defensive Driving
* Hazardous Substances: staff who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations (this includes the 2.5 hour course on chemical safe handling training, and the approved handler training 4 hour ERMS course).

### Contracted Workers

The Principal/relevant manager will provide health and safety induction as appropriate, including:

* Hazards and controls within their area and scope of work.
* A walk through of emergency procedures.
* Relevant BLENNZ health and safety policies and procedures.

### Service, Maintenance and Construction Contractors

The appropriate manager will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

### Criteria for Health and Safety Trainers

To ensure staff and external trainers have appropriate qualifications and experience to teach health and safety in their field of expertise, the Principal or their nominee will check the following:

* Qualifications of the trainer
* Industry experience
* Current competency and registrations
* Person specifications for the role, as described in the position description/profile and expectations for each employee.

### Monitoring

Completion of training must be reported and recorded.

The Principal or nominee will monitor renewal/refresher needs for First Aid and Fire Warden training.

### Review and Assessment

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment will determine whether:

* Programmes are effective and still appropriate
* Any updates required
* Further topics that should be added.

Individual training needs can be reviewed, in consultation with the employee, when professional development is discussed during the performance appraisal process.

## Supporting Documents

[Hazardous Substances and New Organisms Act 1996](http://www.legislation.govt.nz/act/public/1996/0030/latest/DLM381222.html)

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

BLENNZ Policy Manual

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

Approved: 

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Next Review: 2024