# Board of Trustees Policy: Health, Safety and Wellbeing Policy (NAG 5)

## Blind and Low Vision Education Network NZ

## Statement of Intent

This policy should be read in conjunction with the Health and Safety at Work Act 2015 (HSWA) and any of its amendments.

The board is committed to ensuring the health, safety and wellbeing of all workers (including volunteers), ākonga, parents and whānau, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards and approved codes of practice. This will include meeting all the standards imposed by the Education regulations, as well as the requirements of the HSWA and its regulations. Whilst the board is responsible for ensuring health and safety procedures are developed and implemented, employees need to be aware of their responsibilities and comply with the board’s health, safety and wellbeing policy and school procedures.

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all ākonga, workers and other people in the workplace.

Nothing in this policy overrides Government Public Health Orders (PHO). Should these come into effect, the Board through the Principal will review the implications of any PHO in relation to the ongoing management of health, safety and wellbeing of ākonga and workers.

## Delegations

The board delegates to the principal as officer the responsibility to:

* develop and implement health, safety and wellbeing procedures
* ensure employees have the information they need in order to comply with policy and procedures.

## Expectations and limitations

The board will, as far as is reasonably practicable (Note 1), comply with the provisions of legislation dealing with health, safety and wellbeing in the workplace by:

* providing a safe physical and emotional learning environment
* ensuring a health, safety and wellbeing strategy/plan is in place and engagement and consultation on the strategy occurs with workers and the school community
* ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, workers and visitors to the school procedures and comply with the [Sale and Supply of Alcohol Act 2012](http://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html?src=qs)
* providing adequate facilities, including ensuring access and ensuring property and equipment is safe to use and ākonga and workers are not exposed to hazards
* ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
* having a commitment to a culture of continuous improvement.

The principal, as officer, has responsibility for implementing this policy and therefore must:

* exercise due diligence in accordance with the provisions of the health and safety legislation and in particular the six due diligence obligations (Note 2)
* take all reasonable steps to protect ākonga, workers and visitors to the school from unsafe or unhealthy conditions or practices
* ensure the workers code of conduct is implemented effectively
* ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
* provide a smoke-free environment
* ensure a risk analysis management system (RAMS) is in place and carried out
* seek approval for overnight stays/camps/visits attesting first to their compliance with above
* consult with the community every 2 years regarding the health programme being delivered to ākonga
* provide information and training opportunities to employees
* advise the board chair of any emergency situations as soon as possible
* ensure all employees and other workers at the school will take reasonable care to:
  + - * cooperate with school health and safety procedures
      * comply with the health and safety legislation and duties of workers
      * ensure their own safety at work
      * promote and contribute to a safety-conscious culture at the school

### Workers

All workers are encouraged and expected to play a vital and responsible role in maintaining a safe and healthy workplace through:

* being involved in improving health, safety and wellbeing systems at work
* following all instructions, rules, procedures and safe ways of working while on BLENNZ grounds
* reporting any pain or discomfort as soon as possible
* reporting all injuries, incidents and near misses
* helping new workers, workers members, trainees and visitors to the workplace understand the safety procedures and why they exist
* reporting any health, safety and wellbeing concerns or issues through the reporting system
* keeping the work place tidy to minimise the risk of any trips and falls
* wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

### Others in the workplace

All others in the workplace including ākonga, whānau and visitors are encouraged and expected to:

* follow all instructions, rules and procedures while on BLENNZ grounds
* report all injuries, incidents and near misses to their teacher or other workers members
* wear protective clothing and equipment as and when required to minimise exposure to hazards

Ākonga are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices. Health, safety and wellbeing is everyone’s responsibility.

### Notes

1. **Reasonably practicable** means what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.
2. These are to:

* know about work health and safety matters and keep up to date
* gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
* ensure the person conducting a business or undertaking (PCBU) has appropriate resources and processes to eliminate or minimise those risks
* ensure the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
* ensure there are processes for complying with any duty and that these are implemented
* verify that these resources and processes are in place and being used.

## Supporting Documents:

* [Health and Safety at Work Act](http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html)
* [Ministry of Education: Health, Safety and Wellbeing](file:///\\blz-fs01\group%20drive\Senior%20Management%20Team\Board%20of%20Trustees\BLENNZ%20Board%20Meeting%20Documentation\2022\3.%20May%202022\www.education.govt.nz\school\health-safety-and-wellbeing\)
* [Ministry of Education website - Information on Health & Safety in Schools and Early Childhood Centres](http://www.education.govt.nz/search/SearchForm?Search=health+and+safety&action_results=Go)
* [WorkSafe NZ Website](http://www.business.govt.nz/worksafe/)
* [NZSTA Website - Governance Framework Site](https://www.nzsta.org.nz/governance-framework-2018/)

Approved: 

Date: 27 May 2022

Next Review: Triennial (2025)