



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

Our school is a Catholic community, based in love and respect, at every stage affirming and confirming each person's worth and dignity, so the Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

The Board and Officers* of St. Patrick's School will achieve this through:

- making health and safety a key part of our culture
- empowering our workers to improve the health and safety system at our school
- doing everything reasonably practicable to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner.

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

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees 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
- maintaining a safe working environment 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 students and visitors are encouraged to:

- follow all school instructions, rules and procedures
- report all injuries, incidents and near misses to a staff member
- wear protective clothing and equipment as and when required to minimise exposure to hazards

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Everyone is responsible for Health and Safety at St Patrick's School.

*as defined by Sections 17 & 18 Health and Safety at Work Act 2015

**as defined by Section 19 Health and Safety at Work Act 2015

Approved by Board on the 3rd day of April 2019