

Dilworth School and Trust Board Health and Safety Policy

Dilworth School and the Board of Trustees are committed to providing and maintaining a safe and healthy working environment for their employees, students, visitors and all persons using the premises as a place of work and learning.

To ensure a safe and healthy work environment we will ensure that we:

Planning

- Set injury prevention objectives for all work areas and review these annually.

Reporting

- Actively encourage the accurate and timely reporting and recording of all accidents, incidents and unsafe conditions. This includes reporting to Workplace NZ when necessary.
- Investigate all accidents, incidents and unsafe conditions to ensure all contributing factors are identified and where appropriate plans are formulated to take corrective actions.

Hazard/Risk Management

- Identify all existing and new hazards and risks and take all practical steps to eliminate or minimise the exposure to any hazards or risks deemed to be significant.
- Ensure all people on site where relevant are made aware of the hazards and risks in their work area and are adequately trained to enable them to perform their duties in a safe manner.

Consultation & Commitment

- Encourage consultation and participation in all matters relating to health and safety.
- Are committed to ensuring that Emergency Plans and Procedures are in place.
- Are committed to providing Health and Safety Induction, Training and Supervision for all and new existing employees and relevant people on site.
- All managers have an understanding of the health and safety issues in their area of responsibility.
- Performance reviews will include health and safety responsibility.
- Promote a system of continuous improvement.
- Meet obligations under the Health and Safety at Work Act 2015, Codes of Practices, relevant Standards and/or Guidelines and local authority requirements.
- Every person on site is expected to share in the commitment to this policy.
- Every Departmental Manager has a responsibility for the health and safety of employees under their direction.
- Every person who is on site is expected to play a vital and responsible role in maintaining a safe and healthy environment through:
 - (a) taking reasonable care for his or her own health and safety; and
 - (b) taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
 - (c) comply, as far as is reasonably able, with any reasonable instruction that is given by the employer to ensure compliance with this Act or regulations; and
 - (d) co-operate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers and other people on site.

Rehabilitation

- Dilworth School and the Trust Board supports the safe and early return to work of injured employees. Refer to Return to Work Policy in the Health and Safety Manual.

Headmaster:



Date: 28 April 2020