



# MARIST CATHOLIC SCHOOL

## PROCEDURE: H&S Worker Engagements & Participation

At Marist Catholic School we recognise and respect the sacred dignity of each person as made in the image of God. We therefore undertake to provide students, staff and visitors with a safe physical and emotional learning environment by involving all workers in the promotion and maintenance of health and safety in the workplace.

### PURPOSE

The purpose of this procedure is to further support and improve health and safety in the workplace. It promotes engagement between the board, officers and workers. This procedure provides all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.

### PERSON CONDUCTING A BUSINESS OR UNDERTAKING (PCBU) (THE BOARD)

As part of the board's commitment to promote and maintain a safe and healthy working environment, the board acknowledges that health and safety training will be included for all workers. The duties of the PCBU are to:

- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- escalate unresolved issues to the relevant member of the school's leadership

### HEALTH AND SAFETY REPRESENTATIVES (HSRs)

Marist Catholic School does not currently have an elected HSR.

### HEALTH AND SAFETY COMMITTEE

Marist Catholic School has a Health and Safety Committee. The objectives of the committee are to:

- encourage co-operation and collaboration in meeting the board's health and safety objectives
- ensure there is a consistent, co-ordinated approach to health and safety on-site
- look for initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers
- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- escalate unresolved issues to the relevant member of the school's leadership
- wherever possible and practical health and safety committees represent all workers, including team leaders and school management, working at the site.

### OFFICERS

The principal and board members are officers of the PCBU, Marist Catholic School.

(i) Officers should:

- actively promote positive health and safety and adhere to their responsibilities
- provide all workers with the opportunity to participate in health and safety
- where appropriate, act on recommendations made by the Health and Safety Committee
- where a recommendation is not adopted, discuss with the Health and Safety Committee and confirm in writing the reason/s for the decision

(ii) It is recognised that Officers have the right to make health and safety decisions after consulting and considering any recommendations made by the school's Health and Safety Committee, and that they are accountable for all health and safety decisions made within Marist Catholic School.

### **ISSUE RESOLUTION**

- Any matter that concerns a worker about their health and safety should be raised with the principal.
- The principal, worker and the Health and Safety committee will work together to get a satisfactory resolution.
- If a satisfactory resolution cannot be reached with the principal, the worker, Health and Safety Committee, or worker representative may look to the options below to resolve the issue.
- Operational matters, including workload or work process, should be raised with the relevant manager as appropriate.
- Building facilities matters should be raised with the principal in the first instance.
- Policy concerns should be raised with the board.
- School leaders involved should make every effort to find satisfactory and timely resolutions.

### **RIGHT TO REFUSE UNSAFE WORK**

The board recognises a worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health and safety arising from an immediate or imminent exposure to a hazard.

In this event the following steps will be taken:

- The worker will advise their relevant member of school leadership immediately.
- The worker and school leader will attempt to resolve the matter as soon as practicable.
- If the matter is not resolved the worker may continue to refuse to carry out the work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.
- If the matter cannot be resolved, WorkSafe NZ will be contacted.
- The worker will perform any other work the employer reasonably requests within the scope of their employment agreement.