



MARIST CATHOLIC SCHOOL

PROCEDURE: **Health & Safety Environment**

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.

The Board of Trustees will, through the principal and staff of Marist Catholic School:

- Systematically identify actual and potential hazards
- Eliminate, minimise and/or isolate significant hazards
- Provide advice and/or education about significant hazards
- Monitor exposure to hazards
- Provide appropriate training to ensure that all employees are adequately trained in the safe use of any plant and equipment that they use
- Provide protective clothing and equipment where needed
- Develop procedures for dealing with emergencies within the school
- Provide for a system whereby employees and students are encouraged to report any hazard or potential hazard to the school office immediately
- Ensure compliance with the Ministry of Education Code of Practice for physical standards of Health and Safety (with notification to the Property Manager, Catholic Schools Office, where minimum standards prescribed in the Code cannot be met)
- Ensure employees are given the opportunity to be involved in the development of procedures to implement the Health and Safety policy
- Ensure existing and potential hazards are systematically identified through a regular process which will include a physical inspection of the school site, buildings and equipment and the opportunity for employees/students to contribute in the identification process
- Note where a significant hazard(s) is identified and is unable to be reasonably eliminated (either at all or within a reasonable time-frame), notification of the hazard(s) and of the action taken or required will be given to employees, students and/or relevant persons including contractors
- Ensure all contractors engaged to work for or on behalf of the school have health and safety requirements contained in their contract. In particular, the Board will need to be satisfied that the contractor is competent to carry out the work safely and will use appropriate equipment that is properly maintained
- Ensure emergency procedures are developed and prominently displayed throughout the school
- Ensure that all employees and students (where relevant) are familiar with hygiene and safety requirements as they may relate to:
 - cleanliness of the school and site
 - safety in the use of school facilities and/or equipment
 - safety through the use of correct procedures e.g. use of rubber gloves, in dealing with bleeding,

blood spills, bodily fluids, infections and the like

- Require all employees, students or other person(s) such as contractors to make full use of protective clothing or other safety/protective gear where the use of such is required to eliminate, minimise or isolate hazards or where provision of such is provided for under an employment contract
- Take all practicable steps to ensure that employees are either sufficiently experienced to undertake their work in a safe manner or otherwise supervised by an experienced person, to ensure that any employee does not harm themselves while at work or harm any other person while at work including students, members of the public or other visitors to the school
- Ensure that training is available in safe practices and in the safe use of equipment
- Ensure that the board's employees are reminded no less than twice a year of their responsibilities under the *Health and Safety in Employment Act 1992* for their own safety and health while at work and their responsibility to ensure that their actions do not harm any other person
- Maintain an accident register at the school office to record all accidents
- Report all instances of serious harm to employees to Worksafe New Zealand as soon as possible, by written notification in the prescribed form, including the circumstances of the occurrence within a week of its occurring
- Ensure that the register of accidents is reviewed at least once every six months to identify any possible trends that might be developing
- Ensuring that all new employees are informed of:
 - The Health and Safety Policy and procedures of the school
 - Hazards the employee may be exposed to while at work
 - Hazards the employee may create which could harm other people
 - How to minimise the likelihood of these hazards becoming a source of harm to others
 - The location of safety equipment and of requirements (contractual or otherwise) to use equipment supplied by the employer.