



MARIST CATHOLIC SCHOOL

PROCEDURE: **Primary Duty of Care**

The specific obligations and duties of the board as a person conducting a business or undertaking (PCBU) are, so far as is reasonably practicable, to:

- provide and maintain a work environment, plant, and systems that are without risks to health and safety
- ensure the safe use, handling, and storage of plant, structures, and substances
- provide adequate facilities at work for the welfare of workers, including ensuring access to those facilities
- provide information, training, instruction, or supervision necessary to protect everyone from risks to their health and safety arising from work activities at the school
- monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness
- provide injury and illness support and rehabilitation.

At Marist Catholic School, to provide and maintain a work environment, plant, and systems that are without risks to health and safety, we:

- follow our [plant and machinery safety](#) guidelines, including electrical safety, and use a registered electrician for any electrical work
- maintain a Smokefree environment and follow guidelines about [alcohol on school property](#)
- have systems in place for [hazard reporting and risk management](#) and for [reporting and recording accidents and incidents](#)
- have comprehensive [emergency planning and evacuation procedures](#) for natural and other disasters such as fire, earthquake, and reverse evacuation/lockdown, and disaster and crisis management plans
- include risk management in all of our [education outside the classroom](#) (EOTC) planning
- have comprehensive [student safety](#) and [welfare policies and procedures](#), including [child protection](#)
- have guidelines about the [Pandemic Plan](#)
- have a system for reporting and managing [complaints](#).

To ensure the safe use, handling, and storage of plant, structures, and substances, we:

- follow our [plant and machinery safety](#) guidelines, including electrical safety, and use a registered electrician for any electrical work
- follow our [storage and use of hazardous substances](#) guidelines
- provide personal protective gear as necessary
- ensure that any new sports equipment or playground equipment complies with NZS 5828:2015
- regularly inspect all plant and maintain a maintenance log (detailing plant or equipment name, location, serial or identification number, work carried out, date, time, and who the work was carried out by)

- follow food safety guidelines as appropriate.

We provide adequate facilities at work for the welfare of workers, including ensuring access to those facilities, including:

- handsoap, hot water, and adequate toilets, and access as necessary for contractors
- facilities and space for staff to prepare hot drinks and eat their lunch

adequate first aid kits and trained first aiders, and information about where the first aid kits are.

We provide information, training, instruction, or supervision necessary to protect everyone from risks to their health and safety arising from work activities at the school, including:

- training for staff involved in hazardous activities such as high risk sports, handling chemicals, using dangerous equipment or machinery, and dealing with conflict situations
- supervision for any staff involved in hazardous activities who lack sufficient experience, knowledge, or training
- volunteer agreements and private car volunteer forms signed by parent helpers
- an induction process for all new staff
- a health and safety meeting/induction with contractors on site
- a visitors policy
- encouraging all staff to be trained in first aid, including refresher training.

We monitor the health of workers and the conditions at the workplace for the purpose of preventing injury or illness by:

- asking about stress levels and workload at regular performance appraisals
- including health and safety as an agenda item at staff and board meetings
- working with any worker-elected health and safety representative (HSR).