

ST JOSEPH'S SCHOOL TIMARU

HEALTH AND SAFETY POLICY



At St Joseph's School we acknowledge that Catholic Education, centred on a daily encounter with Jesus, is part of a life-long process leading to a full and rewarding life.

The St Joseph's School Board of Trustees (The Board) is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulation and approved codes of practice.

The Board is committed to providing and maintaining a safe and healthy workplace and to providing the information, training and supervision needed to achieve this to ensure the health and safety of all students, staff and other people in the workplace.

The Board is responsible for ensuring health and safety procedures are developed and implemented, however, employees need to be aware of their responsibilities and comply with the Board's Health and Safety Policy and school procedure.

The Board will, as far as is reasonably practicable, comply with the provisions of legislation dealing with health and safety in the workplace, by:

- making health and safety a key part of our role
- working with our employees to improve the health and safety system at our school
- providing a safe physical and emotional learning environment.
- ensuring a health and safety strategy/plan is in place and engagement and consultation on the strategy occurs with employees and the school community by providing adequate facilities, including ensuring access, property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is an effective method in place for identifying, assessing and controlling hazards, including recording and investigating injuries, and reporting serious harm incidents
- having a commitment to a culture of continuous improvement.

The Principal, as Officer has responsibility for implementing this policy and therefore must:

- exercise due diligence in accordance with the provisions of the health and safety legislation, and in particular the six due diligence obligations
- take all reasonable steps to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices
- ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
- provide a smoke free environment

- ensure a risk analysis management system (RAMS) is in place and carried out
- seek approval from the board for overnight stays/camps/visits and for any EOTC close to uncontained water environments such as, lakes, rivers, streams, ocean
- consult with the community every two years regarding the health programme being delivered to students
- provide information and training opportunities to employees
- advise the Presiding Member of any emergency situations as soon as possible
- ensure all employees and other workers at the school will take reasonable care to cooperate with school health and safety procedures
- comply with the health and safety legislation, duties of workers
- ensure their own safety at work
- promote and contribute to a safety conscious culture at the school
- Ensure health and safety is a standing key agenda item at all staff meetings and all areas of staff including but not exclusive to; teachers, teacher aides, administration and maintenance are involved
- develop a risk management plan linked to standard ISO 31000 (2018) for significant areas e.g. Covid management

All employees are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace by:

- 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 employees, staff members, trainees and visitors to the workplace to understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system and meetings
- keeping the workplace tidy to minimise the risk of any trips or falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Reporting of Health and Safety Incidents

It is expected that all near misses and incidents are reported through the reporting system and any notifiable incidents are reported to WorkSafe.

All records are to be kept for a minimum of 5 years.

Definitions:

An **accident** is an unplanned or undesired event that results in human injury, damage to property or the possibility of injury or damage.

An **incident** is an unplanned or undesired event, which could have resulted in harm and is referred to as a 'near miss'.

Harm means illness, injury, or both and includes physical and mental harm caused by work related stress.

Serious harm is defined as;

1. Any of the following conditions that amounts to or results in permanent loss of bodily function or temporary loss of bodily function; respiratory disease,

noise-induced hearing loss, neurological disease, cancer, dermatological disease, communicable disease, decompression sickness, poisoning, vision impairment, chemical or hot-metal burn of eyes, penetrating wound of eye, bone fracture, laceration, crushing.

2. Amputation of any body part.
3. Burns requiring referral to a specialist registered medical practitioner or specialist outpatient clinic.
4. Loss of consciousness, or acute illness requiring treatment by a registered medical practitioner, from absorption, inhalation, or injection, of any substance.
5. Any harm that causes the person harmed to be hospitalised for a period of 48 hours or more commencing within 7 days of the harm's occurrence.
6. Death

Notifiable injury or illness (Health and Safety at Work Act 2015 Part 1 s 23) means;

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

- i. the amputation of any part of his or her body:
- ii. a serious head injury:
- iii. a serious eye injury:
- iv. a serious burn:
- v. the separation of his or her skin from an underlying tissue (such as degloving or scalping):
- vi. a spinal injury:
- vii. the loss of bodily function:
- viii. serious lacerations:

(b) an injury or illness that requires, or would usually require the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require the person to have medical treatment within 48 hours of exposure to a substance:

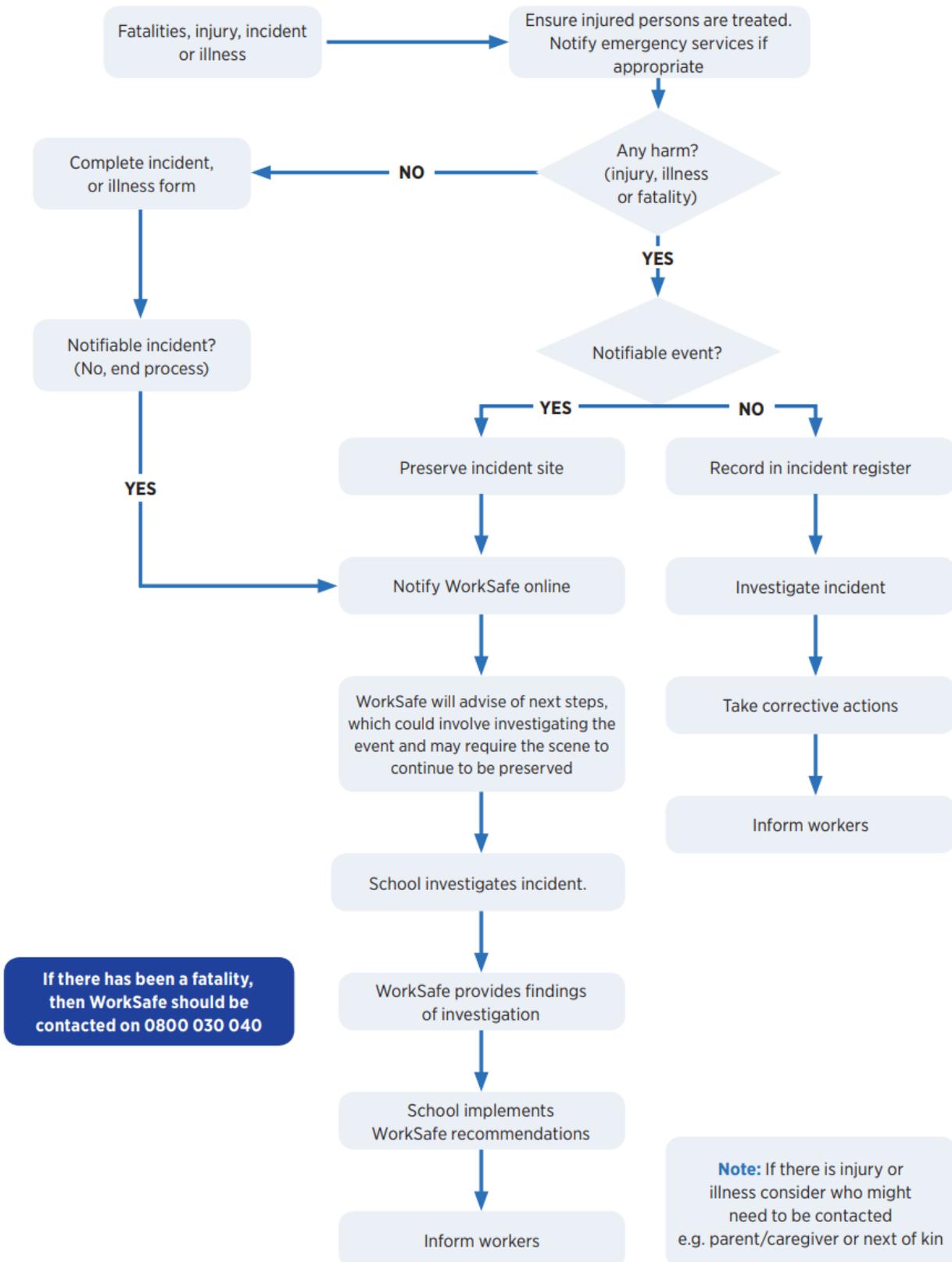
(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work:

- i. with microorganisms; or
- ii. that involves providing treatment or care to a person; or
- iii. that involves contact with human blood or bodily substances; or
- iv. that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or
- v. that involves handling or contact with fish or marine mammals:

(e) Any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

Definition of **minor accident/incident**; if the person involved:

- Requires no first aid treatment and is able to resume work after the accident/incident.
- Requires first aid treatment but is able to resume work.



Others in the workplace

All others in the workplace including students, contractors and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to workplace hazards while learning.

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

Health and Safety is everyone's responsibility.

The school's comprehensive procedures relating to Health and Safety ensure that the following are provided.

- A safe, clean work environment for students and employees
- Safe methods and safe practices are used in all school on-site and off-site activities
- Compliance with relevant legislation and Ministry of Education requirements.

In order to meet these requirements –

The Board of Trustees develops and implements:

- [Child Protection Policy](#)
- procedures for child protection
- procedures for abuse e.g. Dealing with Child Abuse Allegations Against Employees in School Procedure & Reporting Child Abuse & Neglect in School Procedure
- procedures for harassment (sexual and other) e.g. Harassment Procedure
- a Civil Defence Programme – refer to emergency procedures manual
- a Hazard and Near-Miss Register.

The Principal and Staff (*Management*) develop and implements:

- Accident notification (students), (employees) – refer to accident register
- [Asbestos Management Plan](#)
- [Administering Medication Procedure](#)
- Behaviour Management Programme
- Dealing with sick or injured students - refer to accident register
- [Digital Citizenship Procedure](#)
- [EOTC Procedure](#)
- EOTC Risk Management procedures - refer EOTC manual
- Evacuation procedures – refer to emergency procedures manual
- Hazard Register
- [Hepatitis, HIV/AIDS and other Blood-Borne Viruses Procedure](#)
- [Playground Supervision Procedure](#)
- Visitors' log

- [Non-custodial Parent's Procedure](#)
- [Positive Behaviour Management & Restorative Practice Procedure](#)
- [Sun Protection Procedure](#)
- [Transport Safety Procedure](#)
- Truancy Procedure
- [Visitors to School Procedure](#)
- Workplace stress awareness
- [Working from Heights Safely Procedure](#)
- Use, Handling and Storage of Plant, Substances and Structures

The Principal with the support of the staff will

- take reasonable steps to protect students, employees and visitors from unsafe and harmful conditions
- ensure a risk analysis management system is carried out where and when appropriate
- ensure crisis management and emergency preparedness documentation is understood by all staff and reviewed annually
- consult the community about the health programme being delivered to students
- provide privacy of documentation held at the school.

Through the development of these Health and Safety procedures and practice, St Joseph's School ensures a safe, physical and emotional environment for students, staff and visitors.

Policy Adoption: June 2022

Next Review Date: June 2023

Resource Managers

Health and Safety Worksite Representative
Proprietor's Representatives