

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: HEALTH & SAFETY
PROCEDURE: Health & Safety OF RTLB

RTLB are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace that promotes wellbeing.

Guidelines

1. While at work, RTLB will take reasonable care for their own, and other's health and safety.
2. RTLB will follow all instructions, rules, procedures and safe ways of working pertaining to the site where they are working, including:
 - emergency and evacuation procedures,
 - health and safety related policies and procedures,
 - sign in and sign out procedures.
3. RTLB will report any health and safety concerns or issues to the Health and Safety Representative(s).
4. RTLB will keep the workplace tidy to minimise the risk of any trips and falls.
5. All potential risks and hazards will be reported to the Health and Safety Representative(s) who will log them in the hazard register as soon as practicable.
6. A hazard register will be maintained at each RTLB hub by the Health and Safety Representative(s), and any identified hazard will be eliminated, isolated or minimised.
7. All injuries, incidents and near misses involving themselves or others in the workplace will be reported to the Health and Safety Representative(s) who will then inform the RTLB Cluster Manager and lead school Principal. The Health and Safety Representative will then initiate an investigation, following the Rotorua Lakes High School Health and Safety procedures, aimed at reducing the likelihood of them happening again.
8. An injury and incident register will be maintained at each RTLB hub by the Health and Safety Representative(s), with the lead school Principal and WorkSafe NZ being informed as soon as practicable when a notifiable incident occurs in the workplace.
9. RTLB are encouraged to be involved in improving health and safety systems at work. This may include:
 - reading relevant information and participating in training,
 - participating in an annual health and safety audit determined by Rotorua Lakes High School,
 - discussing health and safety issues as part of existing RTLB meeting structures.

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10. Each RTLB hub will:

- have access to emergency supplies that will meet any emergency needs,
- maintain a register of RTLB who hold a current first aid certificate, along with emergency contact phone numbers.

11. At the end of each day, RTLB will ensure that offices are secured, doors locked, windows closed, heating or air conditioning and lighting switched off, as well as electronic devices where appropriate. This responsibility lies with each individual RTLB, and with the last staff member to leave the office. RTLB will also follow the lock up and alarm procedures of the host school.

REVIEW: This procedure will be reviewed according to the Te Hā o Te Manawa's triennial programme of self-review October 2019, or as required.

DATE CONFIRMED: 25 October 2016