

Rotorua Lakes High School

Te Hā o Te Manawa RTLB Cluster 20

POLICY: HEALTH & SAFETY

Health and safety is the responsibility of both the Rotorua Lakes High School Board of Trustees and the cluster RTLB. To this end, the Board is committed to ensuring the health and safety, as far as is reasonably practicable, of all RTLB and other people in the workplace by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

1. The Board is committed to providing and maintaining a safe and healthy workplace for RTLB and other people in the workplace. We will achieve this through:
 - providing and promoting a safe physical and emotional work environment,
 - providing a smoke free work environment,
 - working with workers to ensure appropriate health and safety procedures are developed and implemented,
 - doing everything reasonably possible to remove or reduce the risk of injury or illness,
 - making sure all incidents, injuries and near misses are recorded in the appropriate place,
 - investigating incidents, injuries and near misses, and reducing the likelihood of them happening again,
 - having emergency plans and procedures in place,
 - training everyone about hazards and risks so everyone can work safely,
 - providing appropriate induction, training and supervision for all new and existing RTLB,
 - helping RTLB who were injured or ill return to work safely.
2. RTLB are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - taking reasonable care for their own health and safety, and that of others,
 - being involved in improving health and safety systems at work,
 - following all instructions, rules, procedures and safe ways of working, and encouraging others in the workplace to do so too,
 - reporting any injuries, incidents and near misses involving themselves or others in the workplace,
 - supporting colleagues and other people who come into the workplace understand the safety procedures and why they exist,
 - reporting any health and safety concerns or issues through the Rotorua Lakes High School reporting system,
 - keeping the workplace tidy to minimise the risk of any trips and falls.
3. RTLB will be familiar with, and follow all health and safety policies, procedures and safe ways of working of the cluster schools where their hub or office is based, or where they are working.
4. RTLB will refer to, and follow the health and safety policies and procedures of Rotorua Lakes High School where there are no other policies and procedures to guide them.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self –review October 2019

DATE CONFIRMED: 25 October 2016