



**Sacred Heart  
Girls' College**

HAMILTON

## **POLICY 15 HEALTH AND SAFETY POLICY (GOVERNANCE)**

*The daily life of the college will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of our Lady of the Missions as the College Founders and their special charism reinforced in the College.*

### **1.0 Purpose and Scope**

The Board of Trustees of Sacred Heart Girl's College (the Board) is committed to ensuring the health and safety of all students, staff, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards and approved code of practice.

### **2.0 Procedure**

2.1 The Board is committed to providing and maintaining a safe and healthy environment for all students, staff and other people in the College. The Board will achieve this through:

- making health and safety a key part of our role;
- working with our students and staff to improve the health and safety system in the College;
- 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, near misses and reducing the likelihood of reoccurrence;
- 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 new and existing staff;
- helping those who were injured or ill to return to the College safely;
- making sure contractors and sub-contractors working at the College operate in a safe manner.

2.2 All staff are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- 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 or near misses;

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

2.3 All others in the College, including visitors or contractors are encouraged to:

- follow all instructions, rules and procedures while in the college's premises;
- report all injuries, incidents and near misses to the Principal, College Administrator or Senior Leadership member;
- wear protective clothing and equipment as and when required to minimise exposure to hazards while visiting.

2.4 The Sacred Heart Girl's College Health and Safety policy is that:

- health and safety is everyone's responsibility;
- the policy applies to all Sacred Heart Girl's College staff, visitors and contractors.

2.5 The Board accepts its legal and ethical responsibilities as the Person Conducting Business or Undertaking (PCBU) of Sacred Heart Girl's College. This includes the primary duty of care for health and safety of Sacred Heart Girl's College.

2.6 The Board also recognises the leadership role of the Principal and the Senior Leadership team in leading and developing a culture of caring (manaakitanga) that holds safety (āhurutanga) and wellbeing (hauora) as high priorities.

2.7 The Board therefore undertakes to work with the Principal to:

- ensure that the policy is fit for purpose, effectively enacted, and is known to staff, students and contractors;
- ensure that there is adequate provision made in the Board's budgets and planning to provide any equipment, resources and training that may be required to enact this policy effectively;
- ensure effective school wide participation in health and safety;
- ensure that the Board is kept well informed about the effectiveness of this policy, with particular reference to any aspects of school health and safety that may require attention or action;
- notify Worksafe NZ as soon as practicable if there is a serious harm incident in a place where school related activities are being carried out.

2.8 Third-party advice:

- The Principal is the Board's main advisor on health and safety matters;
- in line with accepted good practice in governance, the Principal's advice is contestable and the Board will actively seek independent advice and information from other sources from time to time in order to verify and complement briefings received from the Principal.

## 2.9 Reporting to the Board:

- The Principal is responsible for ensuring that the Board is kept fully informed about the health and safety status of Sacred Heart Girl's College, its staff, students and others in the workplace, including but not limited to:
- the name(s) of the health and safety person in charge and/or health and safety representatives;
- any incidents including any accidents or near misses, that may from time to time occur that result in harm to any person in the workplace, where the harm is not trivial;
- any identified hazards or risks and how they have or are being dealt with, which will include specific reference to any instances of:
  - facility and or equipment failure;
  - workplace harassment or bullying;
- that arrangements are in place to ensure effective workplace engagement on health and safety issues.

### **REVIEW:**

This policy will be reviewed by the Board of Trustees.

Review schedule: May Triennially

Review due next: May 2022

### **REFERENCES:**

- Health and Safety Act 1992
- Health and Safety at Work Act 2015
- Sacred Heart Girl's College Strategic Plan 2015 – 2017

*Approved by the Board of Trustees at the meeting held on 26 August 2019*



**CHAIRPERSON**