

TAURANGA GIRLS' COLLEGE SCHOOL BOARD
OPERATIONAL POLICY 08
Health & Safety

POLICY 08 HEALTH AND SAFETY

Outcome Statement

A safe and healthy workplace is maintained by providing the information, training and supervision needed to ensure the health and safety of all students, staff and other people in the College workplace.

Policy

As a PCBU,¹ the Board is responsible for ensuring health and safety procedures are developed and implemented. All necessary steps to ensure the health and safety of all staff, students, contractors and visitors must be taken. However, employees also need to be aware of their responsibilities and comply with the Board's Health and Safety policy and College procedures.

Delegations

The Board delegates to the Principal as an Officer of the PCBU, the responsibility to:

- develop and implement health and safety procedures
- ensure that employees have the information and professional development they need in order to comply with the policy and procedures.

Expectations and Limitations

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

1. providing a safe physical and emotional learning environment
2. ensuring a health and safety strategy/plan is in place, and engagement and consultation on the strategy occurs with workers and in the College community
3. ensuring there are procedures in place regarding the sale, supply and consumption of alcohol and that these are aligned with the protection of students, staff and visitors to the College procedures and comply with the [Sale and Supply of Alcohol Act 2012](#)
4. providing adequate facilities, including ensuring access and ensuring that property and equipment are safe to use, and that students and workers are not exposed to hazards
5. ensuring there is an effective method in place for identifying, assessing and controlling hazards, which includes recording and investigating injuries and reporting serious harm incidents
6. having a commitment to a culture of continuous improvement.

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

1. exercise due diligence in accordance with the provisions of the health and safety legislation and in

¹ Person Conducting a Business Undertaking

particular, the six due diligence obligations, take all reasonable steps (see below) to protect students, staff and visitors to the school from unsafe or unhealthy conditions or practices

2. ensure the Staff Code of Conduct is implemented effectively
3. ensure there is zero tolerance to unacceptable behaviour, such as bullying, and that there are effective processes in place
4. provide a smoke / vape-free environment
5. ensure a risk –analysis management system (RAMS) is in place and carried out
6. seek approval for overnight stays/camps/visits, attesting first to their compliance with the above
7. consult with the community every two years regarding the health programme being delivered to students
8. provide information and training opportunities to employees
9. advise the Presiding Member of any emergency situations as soon as possible
10. ensure all employees and other workers at the College will take reasonable care to:
 - cooperate with the College health and safety procedures
 - comply with the health and safety legislation and the duties of workers
 - ensure their own safety at work
 - promote and contribute to a safety-conscious culture at the College.

Reasonably Practicable means: what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

Due diligence means:

- o know about work health and safety matters and keep up to date
- o gain an understanding of the operations of the organisation and the hazards and risks generally associated with those operations
- o ensure that the Principal and the College have appropriate resources and processes to eliminate or minimise those risks
- o ensure that the PCBU has appropriate processes for receiving information about incidents, hazards and risks and for responding to that information
- o ensure that there are processes for complying with any duty and that these are implemented, verify that these resources and processes are in place and being used.

Supporting Documentation: See Appendix 5

Monitoring

The Principal will provide a monthly report to the Board including an update on Health and Safety.

Relevant Legislation

[Health and Safety at Work Act 2015](#)

[Children's Act 2014](#)

[Education and Training Act 2020](#)