

Taita College Board of Trustees

Health and safety policy

Rationale

The Taita College Board of Trustees recognises its accountability for the health and safety of all who work at or visit the College.

The Board is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. Health and safety is everyone's responsibility.

Delegations

1. The Board will support the Principal to ensure health and safety in the school.
2. The Principal is responsible for the health and safety of all of those on the school site.
3. The Principal is responsible for including all staff in the management of health and safety in the school.

Guidelines

The school will:

1. Endeavor to keep health and safety in mind at all times.
2. Include everybody working in the school in the effort to improve the health and safety system at our school.
3. Do everything reasonably possible to remove or reduce the risk of injury or illness.
4. Make sure all incidents, injuries and near misses are recorded in the appropriate place.
5. Investigate incidents, near misses and reducing the likelihood of them happening again.
6. Have emergency plans and procedures in place.
7. Train everyone about hazards and risks so everyone can work safely.
8. Provide appropriate induction, training and supervision for all new and existing workers.
9. Help workers who were injured or ill return to work safely.
10. Make sure contractors and sub-contractors working at the school operate in a safe manner.

Workers

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

1. Being involved in improving health and safety systems at work.
2. Following all instructions, rules, procedures and safe ways of working.
3. Reporting any pain or discomfort as soon as possible.
4. Reporting all injuries, incidents and near misses.
5. Helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist.
6. Reporting any health and safety concerns or issues through the reporting system.
7. Keeping the work place tidy to minimise the risk of any trips and falls.
8. Wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.

Others in the workplace

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

1. Follow all instructions, rules and procedures while in the school grounds.
2. Report all injuries, incidents and near misses to their teacher or other staff members.
3. Wear protective clothing and equipment as and when required to minimise your exposure to 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. .

Approval date: October 2018

A handwritten signature in blue ink that reads "Helena Balmick". The signature is written in a cursive style.

Commissioner