NAG 5 HEALTH AND SAFETY

HEALTH AND SAFETY POLICY

Rationale

According to the Health and Safety at Work Act (2015) and National Administration Guidelines the Board of Trustees is responsible for providing a safe and hygienic environment.

Purpose

- 1. To take all reasonably practicable steps to ensure a safe and healthy environment.
- 2. To establish safe methods and practises.
- 3. To comply with legislative requirements.

Guidelines

- 1. Employees will be provided with information regarding their responsibilities relating to H&S at Work Act 2015.
- 2. Advise employees of hazards in the work place and how to avoid or deal with these hazards. This will include the maintenance of a Hazard Register.
- 3. Provide employees with training on managing challenging behaviours, with the aim of minimising the need for physical restraints.
- 4. Provide employees with information on safe storage and handling of chemicals.
- 5. Record and investigate all injuries, potential injury, incidents, unexplained injury. Report these to the Board of Trustees and store records for 7 years.
- 6. Provide effective procedures to cope with all likely emergencies.
- 7. Take reasonable steps to remove or reduce identified, actual and potential hazards.
- 8. Provide sufficient training in the use of equipment and machinery.
- 9. Notifiable events will be reported to Worksafe NZ (0800 030 040) or on line) and to the BoT as soon as practicable.
- 10. Provide a child protection policy.

Ratified :	BOT	
	Principal	
	Date	
REVIEW	Date	