

MAHANA SCHOOL PROCEDURE

HEALTH AND SAFETY

Rationale

Mahana School will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards and codes of practice.

Procedure

This is achieved by:

1. All staff having individual responsibility for health and safety.
2. All staff
 - Being informed of
 - Understanding, and
 - Accepting their responsibility for eliminating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring work in the area
3. Ensuring all staff are consulted on and given the opportunity to participate in, health and safety management.
4. Ensuring union and other employee representatives are consulted regarding health and safety management.
5. Ensuring the school has an effective method for identifying hazards. Significant hazards will then be controlled by:
 - Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
 - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
6. Creating and maintaining a safe work environment. This includes providing facilities for staff health and safety at work.
7. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
8. Providing appropriate orientation, training and supervision for all new and existing staff.
9. Having effective procedures for hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
10. Accurate recording, reporting and investigating injuries.
11. Board of Trustees commitment to continuous improvement in health and safety.
12. Board of Trustees commitment to comply with all relevant health and safety legislation.
13. Supporting the safe and early return to work of all injured employees.
14. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy.

Adopted: 10/05/07

Reviewed: 11/09/13