



WORKPLACE HEALTH AND SAFETY AND WELLBEING POLICY 2021

Signed By:	James Herbert  _____ Waikato Waldorf School Board, Presiding Member
Date Ratified:	Term 4 October 2021
Next Review Date:	Term 2 June 2024
Review Cycle:	Every three years (maximum)

Rationale

The School Board is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

Policy

- The School Board is committed to providing and maintaining a safe and healthy workplace for all workers, students and other people in the workplace. We will achieve this through:

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- Making health and safety a key part of our role
- Working with our workers to improve the health and safety system at our school
- 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 accurately and timely
- Investigating incidents, near misses and reducing the likelihood of them happening again
- 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 all new and existing workers
- Helping workers who are injured or ill return to work safely
- Making sure contractors and subcontractors working at the school operate in a safe manner
- Provide a free and confidential employee assistance programme to all employees of the school
- Committing to follow and update any Legislation, Regulation code of practice, to implement a safe working practice or operation at Waikato Waldorf School.

Workers in the Workplace

- All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - Ensure that they take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do.
 - Being involved in improving health and safety systems at work
 - Following all reasonable health and safety instructions, rules, procedures and safe ways of working as they are reasonably able to do so
 - Reporting any pain and discomfort as soon as possible

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- Reporting any injuries, incidents and 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 workplace tidy to minimise the risk of any trips and falls
 - Wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards
- All staff will have support systems available to them while protecting the rights of their individual personal health information and by ensuring the environment is free from any form of discrimination or stigma related to mental health. Should any mental health issues arise while employed at Waikato Waldorf School counselling will be mandatory. This is to ensure all support and help is available. Should any staff need help in finding professional support the Mental Health Foundation has a list of some of the [services available in New Zealand](#) that offer support, information and help.

Others in the workplace

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

- Follow all instructions, rules and procedures while in the school grounds
- Report all injuries, incidents and near misses to their teacher or other staff members
- Wear protective clothing and equipment as and when required to minimise their 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.
- Should any mental health issues arise, help in finding professional support can be found on the Mental Health Foundation website which has a list of some of the [services available in New Zealand](#) that offer support, information and help.



Contractors in the workplace

All workers must take reasonable care of their own health and safety and reasonable care that others are not harmed by something they do or don't do. They must also follow any reasonable instructions given to them by the PCBU, and cooperate with any reasonable health and safety policy or procedure.

The board, as the Person Conducting a Business or Undertaking (PCBU) has obligations to do what is reasonably practicable to keep workers and others safe. This includes anyone who may be impacted by the school's activities, not just the employees. The school board is a legal entity who manages or controls a workplace and therefore has obligations under the Health and Safety at Work Act (2015) as the PCBU.

The PCBU is required to keep safe:

- The workplace
- The means of entering and exiting the workplace
- Fixture, fittings and plant

Conclusion

Health and Safety is everyone's responsibility.

Reference: MOE Health and Safety at Work Act 2015 - A Practical guide for boards of trustees and school leaders

To view the following document, please contact the school office:

Contractor Procedures