



Occupational Safety and Health Policy (OHS)

Goal:

The purpose of this policy is to provide a safe and healthy working and learning environment and to meet the requirements of the Health and Safety at Work Act 2015.

Procedures:

1. Hazard identification is the responsibility of the Trust Committee, teachers, parents/whānau and student teachers.
2. It is the responsibility of the person discovering the hazard to follow the three step procedure for hazards, this being: eliminate, isolate or minimize.
3. It is the responsibility of the person discovering the hazard to record it in the 'Hazard Identification' register.
4. Visitors to the centre, including student teachers are required on arrival to read and sign the 'Occupational Safety and Health: Information Relating to Identified Hazards, Emergency Evacuation Assistance and Digital Safety' form
5. Teacher accidents will be recorded in the 'Workplace Accident Register' and the Trust and OHS will be notified within 24 hours verbally and 7 days in writing by the 'Person Responsible' when an accident comes under the definition of serious harm, as defined by OHS.
6. New teachers will receive induction training, including information of identified hazards and safe work practices.
7. Evacuation of the premises will be conducted as per 'Emergency Evacuation Policy'.
8. The centre will appoint an OHS officer, who will be responsible for overseeing the hazards register, the daily playground safety check and the hazards checklist.
9. It is the responsibility of the OHS officer to ensure the appropriate action has been taken on all items recorded in the hazards register.
10. Within the centre the doors to the Laundry, Adult Bathroom and the Storeroom, will be locked when not in use.

11. Any visitors to the centre must read and sign the 'Occupational Safety and Health: Information Relating to Identified Hazards, Emergency Evacuation Assistance and Digital Safety' form..
12. The centre will have information available about the requirements of the Health and Safety Act 1992, and related safe work practices.

Gradual Process Injury (GPI) (aka Repetitive Strain Injury [RSI] or Occupational Overuse Syndrome [OOS])

13. Staff are required to bring to the attention of the 'Person Responsible' and the OHS officer any equipment, processes or tasks that may be causing difficulties or leading to Gradual Process Injuries.
14. The 'Person Responsible' and/or the OHS officer will review any equipment, processes or tasks so identified, and where necessary work towards a change in process or equipment.

References:

- Health and Safety at Work Act 2015

This policy will be reviewed as per the policy review schedule.

Reviewed: 10 March 2020