

HEALTH AND SAFETY IN EMPLOYMENT POLICY

RATIONALE

Baradene College of the Sacred Heart provides an education with a Special Character reflecting its Catholic faith and five goals.

Baradene College will comply with the requirements of the current Health and Safety (HAS) at Work Act 2015 and follow the Ministry of Education HAS Code of Practice as guidelines in a proactive manner.

PURPOSE

The requirements of the current HAS at Work Act is that employers should take all practical steps to ensure the health and safety of employees, contractors and suppliers whilst at work and that their actions (or inactions) do not cause harm to any other person, which includes students and the general public. The Board of Trustees (BOT) must show that the school has taken reasonable steps to mitigate any risk of danger or hazard in the place of work. The BOT is responsible for the integrated areas as defined in drawing no. 8 of the Integration Agreement 1983.

GUIDELINES

1. The College will strive to isolate, minimise or eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injury or illness.
2. The College will continuously review current safety practices and will promote improved safety practices wherever and whenever possible.
3. The College has a commitment to engaging with staff representatives on health and safety.
4. The College has a commitment to providing HAS induction, training and supervision for all new and existing staff.
5. The health of all users of the school is to be encouraged through the development of an atmosphere of freedom from abuse and harassment not only physically, but also in any way that affects their mental wellbeing.
6. The College shall compile a hazards register, copies of which will be held by the OSH Committee and BCL, of any buildings, plant, property or substances that might present a hazard to those using the premises or equipment. The status of hazards will be monitored by the OSH committee and be reported to the HAS Committee of the Board of Trustees for BOT information or when any hazards constitute a danger.
 - (i) That any Improvement Notice or Prohibition Notice received by the College from the Department of Labour pursuant to the current HAS at Work Act shall be reported to the BOT and Proprietors immediately.
 - (ii) That any HAS incident that could give rise to an offence in terms of the Act shall be reported to the BOT and Proprietors immediately.

- (iii) That all reasonable steps have been taken to mitigate any risk of danger or hazard in the workplace.
- 7. The College will comply with all Acts, laws and regulations in respect to safety and pertinent to its operation. The College will ensure that all safety procedures and instructions are understood and adhered to by all. Staff, community and students have a responsibility to observe safe practices while at school.
- 8. The College shall provide suitable safety protection equipment/clothing for employees as required which shall be used where provided.
- 9. Any staff who do not comply with safety practices and procedures may be subject to disciplinary action.
- 10. Regular emergency practices will be held in terms of the emergency policy and procedures.
- 11. The school Nurse will manage a disabilities register listing all those in the school who are disabled in some way, together with their caregivers who shall be responsible for their care and safety in the case of emergency.
- 12. Adequate accessible First Aid supplies must be kept in the school. There must be an adequately trained or experienced person available to ensure oversight of the sick bay during normal school hours.
- 13. All work related accidents that harmed, might have harmed or caused serious harm are to be recorded in either the Incident Register which is managed by the school nurse. All incidents in these categories are to be investigated and identified and controlled through being eliminated, isolated or minimised and then monitored. This register should be tabled at OSH meetings.
- 14. Any incidents causing serious harm are to be reported to the Occupational Safety and Health Division of the Department of Labour.
- 15. Under the HAS at Work Act, the BOT is required to take all reasonable steps to prevent harm to Contractors and Sub-Contractors.
- 16. The College will work to provide support for the safe and early return to work of injured or ill staff.

CONCLUSION:

The Board of Trustees of Baradene College will encourage all who use the school and its facilities in any way to develop a personal commitment to safety and health and to the prevention of accidents in a responsible manner. The College intends to be proactive in health and safety matters, including providing a safe physical and emotional environment for students.

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