



PAPAKAIO SCHOOL



Hazard Register Procedure 520

The purpose of this procedure is to ensure Papakaio is a safe environment for all people who enter its bounds or come under its organisation, by effectively managing hazards.

1. A folder containing the Hazard Register, temporary hazards and relating procedures is kept up to date in the School Office on the western shelf.
2. Any outside contractors are to be made aware of any hazards that may affect them before they begin work.
3. Any temporary hazards as a result of outside contractors are to be added to the Register and relevant parties notified.
4. Before each Board Meeting the Health and Safety Officer is to review the Register and audit salient issues or concerns. Results are reported to the BOT each Meeting.
5. The Principal will ensure Building Safety checks included in the Building Systems and Features Manual and send confirmation of this to Argest.
6. In the event of an incident or near miss event, procedures/steps will be taken to ensure the hazard is eliminated or minimised.
7. Staff meetings have health and safety discussion on each agenda.

Reviewed April 2018