



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.

- A folder containing the Hazard Register, temporary hazards and relating procedures is kept up to date in the School Office on the western shelf.
- Any outside contractors are to be made aware of any hazards that may affect them before they begin work.
- Any temporary hazards as a result of outside contractors are to be added to the Register and relevant parties notified.
- 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.
- The Secretary will ensure Building Safety checks included in the Building Systems and Features Manual and send confirmation of this to Argest.
- In the event of an incident or near miss event, procedures/steps will be taken to ensure the hazard is eliminated or minimised.
- Staff meetings have health and safety discussion on each agenda

Reviewed February 2020