



# PAPAKAIO SCHOOL



## Health and Safety Responsibilities

Papakaio School takes its responsibilities towards health and safety seriously and makes every effort to comply with industry codes of practice and all legal compliances.

Everyone contributes towards this responsibility. These are outlined as below:

### **As an employee:**

- Their own safety while at work;
- That no action or inaction of the employee while at work, causes harm to any other person(s);
- That all personal protective clothing (and equipment) is worn or used as required by the employer.
- No untrained employees will be permitted to perform any task, operate any machinery or deal with any substance or material without prior experience (unless closely supervised by someone with such experience).

All employees are to be aware of:

- The hazards they will be exposed to in the workplace, and the hazard controls or procedures to be taken to prevent any harm or damage to themselves, other person(s) and property.
- What to do in an emergency.
- Where all necessary safety gear or safety equipment and materials are kept.

### **The Principal as Health and Safety representative will:**

- Ensure all new staff are fully and completely inducted as per policy and any training needs are therefore assessed and addressed.
- Maintain all records to be accurate and up to date. This includes ensuring near-miss, incidents reports, monthly checks etc and that these are passed onto the BOT for analysis and review.
- Keep abreast of current practises and pass on this information as part of ongoing training and education.
- Work with the site Health and Safety Representative to see that H&S issues are regularly considered and reviewed by the staff as a whole.

### **The BOT in support of Health and Safety will:**

- Oversee all of the above
- Review monthly checks from the Principal and lead analysis of near-miss, incident reports etc.
- As employers Papakaio School will provide all reasonable opportunity for employees to participate in ongoing processes for improving health and safety.

Reviewed September 2016