

Health and Safety Policy

(Compliant with Health and Safety at Work Act 2015, taken from Worksafe Guide to writing health and safety docs)

**At our workplace, everyone must look after their own safety, and the safety of other people.
This is what we will do to keep everyone safe and healthy at work.**

To keep healthy and safe, everyone at our workplace will:

- follow all instructions, rules, procedures and safe ways of working. For example, wearing personal protective equipment (PPE) if required
- report any pain or discomfort
- report accidents and near misses
- if injured, work with a manager to get better and come back to work.

To keep personnel healthy and safe at work, our managers (on behalf of the PCBU*) will:

- engage with all workers (including contractors) to improve health and safety:
- engage with workers and their representatives on health and safety matters that may directly affect them
- have worker participation practices that give workers reasonable opportunities to participate effectively in improving health and safety on an ongoing basis
- find out what caused incidents and injuries and prevent them from happening again
- make sure all accidents and near misses are written down in the Accident Register
- keep improving the health and safety system in our workplace
- help people who are injured to get better and come back to work
- make sure contractors and subcontractors have safe ways of working.

To keep people healthy and safe, our managers (on behalf of the PCBU) will:

- know about and follow all health and safety laws including reporting notifiable events to Worksafe
- identify what could harm the health or endanger the safety of workers or others (eg visitors, bystanders)
- assess work risks and identify control measures together with workers and their representatives .
- develop and review health and safety goals
- review our workplace's health and safety system every year
- help us to get health and safety representatives elected, if requested.

To keep people healthy and safe at events and activities run by Te Hā o Mātauranga, staff will:

- use the appropriate procedures below when planning and running events/activities.
- Follow the police vetting and safety checking procedures, including police vetting staff every 3 years.

Our Health and Safety Committee includes our two coordinators. The coordinators work together to improve health and safety in our workplace.

Approved by KET board chair :

Dated:

IMPORTANT: All accidents and hazards at work must be reported immediately.

THERE ARE NO EXCEPTIONS.

Procedures (alphabetical)

Accident Register
Activity/event checklist
Alcohol and Drug
Asbestos Management Plan
Behaviour Management
Business Continuity and Disaster Recovery Plan
Cooking
Custody of/access to children
Emergency and Evacuation
EOTC Guidelines
Evacuation Drill Record
Event Planning Form
Event Security
First Aid
Hazard Register - Scout Hall
Health and Safety Plan
Incident or Near Miss Report
IT (Responsible use agreement, Responsible Use for Staff and Digital Citizenship (participants) *)
Outdoor Activity Guidelines
Overnight trips and camps
Parent consent/permission
Police Vetting/Safety Checking *
Property Inspection
RAMS
Ratios
Safety Check Checklist
Smoke Free *
Sunsmart
Transport Procedure
Transport Volunteer Agreement
Visitor and Contractor Sign In & Induction for Contractors
What events need to be notified to Worksafe

Date of Policy: 26 April 2019
Last reviewed: 2 August 2022
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