

## NAG 5



REVIEWED: APRIL 2018

### **Health and Safety** Injury and Incident Management and Reporting

#### Beliefs:

Incident management is key to any workplace's Health and Safety systems and processes. Incident management requires a school wide approach with clear points of accountability for reporting and feedback.

The purpose of this policy is to:

- outline the principles of incident management
- standardise the incident management process
- ensure consistency in definitions
- outline roles and responsibilities for incident management

#### Actions:

This policy applies to and must be followed by all of our workers and others in our school. This includes all members of the schools leadership team, workers, contractors, temporary workers, volunteers, students and visitors.

The board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping Health and Safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

#### **Managing incidents effectively:**

The principles of accountability, obligation to act, and collaboration should be applied at each step of the incident management process. The six steps include identification, notification, classification, investigation, action and evaluation.

##### *Step 1: Identification*

It is important for all workers to recognise when an incident or near miss has occurred. Workers need to act immediately to make sure those who are involved are safe and that the workplace poses no further risks. You may need to apply first aid. First aiders will be available to provide immediate assistance to anyone who has suffered an injury or illness while at work.

##### *Step 2: Notification*

Workers must notify their relevant school leader when an incident occurs. The board uses the incident notification form to document incidents. School leaders are required to investigate incidents lodged by their workers to ensure local action is taken. All incidents and notifiable events including near misses must be reported.

### *Step 3: Assessment*

The relevant school leaders need to assess the level of incident that has occurred. When a 'Notifiable Injury or Illness' and/or 'Notifiable Incident' happens, WorkSafe NZ must be contacted. This is called a Notifiable Event. The site must be kept preserved to allow WorkSafe NZ to inspect it. Examples of a notifiable incident include harm that causes hospitalisation for 48 hours or more, amputation of a body part etc.

### *Step 4: Investigation*

The investigation of incidents is an essential component of incident management.

All incidents, including notifiable events, should be investigated to identify the causes. Following the investigation, corrective actions to prevent similar incidents and injuries happening again are identified and implemented as soon as possible after the event.<sup>65</sup>

### *Step 5: Action*

Actions are developed for each recommendation. Actions may be in the form of putting in place risk controls. The HSR, the affected worker, and others in the workplace may be consulted about the action. Accountability for each action will be given to a person in the work group. Progress on the implementation of actions is monitored regularly. Mechanisms for monitoring include risk registers, team meetings, health and safety committees and aggregated information collated by the principal or the HSR. The HSR or principal collates this information to generate reports and analyse incident data to identify trends, risks and to initiate, monitor and/or evaluate system improvements.

### *Step 6: Review*

The review step monitors whether the actions taken have been successful in preventing further incidents. Actions that have been made must be regularly monitored and reviewed to ensure they are effective. The manager is expected to do this in consultation with workers.

#### *Roles and Responsibilities*

Everyone has a part to play in managing incidents effectively.

### *PCBU*

The board of trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace. We will achieve this through:

- making health and safety a key part of our role
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- helping workers who were injured or ill return to work safely

### *Officers – (principal and individual board members)*

- know and keep up to date with incidents that are associated with the school's operations
- ensure resources and processes are in place to prevent incidents
- ensure processes are in place for timely information on incidents
- monitor the health and safety performance of the school

*Workers – (employees, temporary workers, contractors, volunteers)*

- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect other's health and safety
- immediately report any incident to their relevant school leader
- report any risk or hazard to the relevant school leader to prevent injuries occurring
- cooperate with the incident management policy and its procedures in the workplace including investigations of incidents
- participate in the implementation, monitoring and evaluation of actions following an incident investigation
- comply with any reasonable instruction given by the board or the PCBU they are visiting
- encourage fellow workers and others visiting the workplace to notify identified incidents

*Members of the schools leadership team*

- view all incident investigation forms submitted by workers as soon as practicable
- report notifiable incidents to WorkSafe NZ via the school's principal
- investigate all incidents submitted by workers who report them - action and document these
- consult with health and safety representatives, the affected worker, and others in the workplace during investigations and actions
- delegate actions to relevant workers, who may also need to review them
- monitor and review the effectiveness of actions taken

*Health and Safety Representative (if applicable)*

- represent workers on matters relating to health and safety incidents
- investigate complaints from workers in the workplace
- monitor the incident management approach undertaken by the board
- promote the interest of workers who have raised/reported health and safety incidents
- if requested by the relevant school leader, participate in incident investigations

*First Aiders*

- take reasonable care of their own health and safety
- identify themselves to workers and others in the workplace
- provide immediate assistance to anyone who has suffered an injury or illness while at work
- ensure that the workplace has adequate First Aid resources
- ensure that First Aid can be provided for the risks that are apparent within the workplace
- keep their qualifications up to date
- attend training or refresher courses as required

*Others in the workplace – (visitors, students, parents etc)*

- take reasonable care of their own health and safety
- ensure their actions or omissions do not affect others health and safety
- comply with instructions given by the board or another PCBU
- immediately report any incident to an officer

### ***Infectious diseases***

The Ministry of Health has developed an Infectious Diseases chart, which outlines 21 childhood diseases, with information on early signs of illness, how long the child will be infectious and the length of time the child should be excluded from the schooling environment. [www.healthed.govt.nz/resource/infectious-diseases](http://www.healthed.govt.nz/resource/infectious-diseases)

### *Review*

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

### Appendices:

- Injury and Incident Reporting Checklist
- Injury or Incident Procedure tool
- Injury or Incident Investigation Form
- Notice of Record of Injury / Notifiable Event
- Injury and Incident Report to BOT /

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## Induction, Training and Information

### Beliefs:

- To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.
- Health and safety is everybody's responsibility.
- Effective health and safety management requires the involvement of all school workers.

### Induction

Workers: all new workers must have a school induction arranged by their principal/relevant school leader. This will include the identification of:

- risks and hazards within their work area
- appropriate risk control procedures
- the risk register which will be provided to be read and signed by the worker
- relevant school health and safety policy and procedures for reading
- emergency procedures (sight first aid cabinet, fire alarms and fire fighting equipment, emergency exits)
- an introduction to the area Health and Safety Representative and those trained in first aid.

The principal/relevant school leader is responsible for ensuring the workers induction checklist is completed.

### Health and Safety Training

Health and safety training for all workers should include:

- fire drills
- computer health and safety
- harassment and bullying prevention
- other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner.

Optional training available, relevant to specific work areas and/or potential hazards:

- First Aid (to be approved by principal). All workshop and technical workers should be trained in first aid. Also, coverage can be provided in an area by other full-time workers.
- Back care/manual handling
- CPR
- Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations: this includes chemical safe handling training (2.5 hour course)

## **Contracted workers**

### *Induction:*

The principal/relevant school leader will:

- provide health and safety induction, as appropriate, including: hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school health and safety policies and procedures

Service, maintenance and construction contractors

The appropriate school leader will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

## **Criteria for Health and Safety Trainers**

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the principal to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role, as described in the position description/profile and expectations for each worker

### *Monitoring*

- Completion of training is reported and recorded
- Principal or nominee monitors renewal/refresher needs for First Aid and Fire Warden training

### *Review and assessment*

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether:

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added.

Individual training needs can be reviewed, in consultation with worker, when professional development and job training plans are updated.

### *Review*

This policy shall be reviewed every two years or more regularly by agreement.

The provisions of this agreement may be varied by the board following consultation with workers.

## Others in the workplace

This policy should be read in conjunction with the Health and Safety at Work Act: A Practical Guide for Boards of Trustees and Officers which clearly outlines Health and Safety responsibilities.

### Beliefs:

For the safety of visitors and the school's students and workers, the school must be able to identify who is on the school site. The principal must be informed of any interviews of students by visitors from outside agencies.

### Purpose:

1. To identify all visitors to the school.
2. To ensure administration workers are aware of who is in the school throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

### Actions:

1. Signs requesting visitors report to the school office are posted around the school and the administration block is clearly marked.
2. On reporting to the office, visitors are requested to sign in with the date and time of their arrival and receive a visitor's label to wear while on the school grounds.
3. Any visitor wishing to speak to a student other than a child under their care must have the permission of the Principal or delegated representative.
4. Administration workers will locate the appropriate person to meet with the visitor and escort them around the school.
5. School workers are expected to challenge any visitors to ensure they have reported to the office, and that their presence is understood.
6. The principal must approve any non-workers attendance at school with the exception of parent helpers.
7. Those meeting with workers or students, going to other parts of the school, or working on the school site must sign in. Persons unknown to the school must produce recognised photo identification (being Driver's Licence, Passport or other formal identification with a photo).

### Approval:

When the board approved this policy it agreed that no variations of this policy or amendments to it could be made, except with the majority approval of the board.

### Review:

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

# Risk Management

## Policy and Procedure

This policy should be read in conjunction with the Health and Safety at Work Act 2015:

## Beliefs

Risk management is the cornerstone of the Health and Safety at Work Act 2015. It allows the board to perform its primary duty of care, as far as reasonably practicable, to its workers and others. The purpose of this policy is to explain how we manage risks effectively in the school environment and work carried out by the school.

## Actions

This policy applies to and is to be followed by all of our workers and others in the workplace. This includes all members of the school's leadership team, workers, students, contractors, temporary workers, volunteers and visitors.

The board will consult, cooperate and coordinate with other duty holders on matters when there are overlapping health and safety duties. For that reason, this policy can also be applied where an adequate risk policy does not exist in other workplaces.

The board will keep a Hazard Identification Register and record information from the risk management process. For each identified hazard, the following information will be recorded:

- Identified hazard
- Action to be taken
- Date to be completed by
- Sign off

School wide checks will be undertaken monthly by the Principal and Caretaker. All actions must be completed by the set date or the date amended if necessary.

## *How do we manage health and safety risks effectively?*

Health and safety is everyone's responsibility and together we will keep our workplace safe and secure. To do this, we will manage health and safety risks effectively. The four steps below describe how we do this.

1. identifying hazards: finding out what situations and things could cause death, injury or illness
2. assessing risks: understanding the nature of the risk that could be caused by the hazard, what the consequences could be and the likelihood of it happening
3. controlling risks: implementing the most effective control measures that are reasonably practicable in the circumstances
4. reviewing control measures: ensuring control measures are working as planned

## Roles and Responsibilities

Everyone has a part to play in managing risk effectively.

### *Officers (Board members, principal, deputy principals)*

- ensure workers and others know about health and safety risk processes and procedures
- ensure that workers receive the right health and safety risk training and are aware of the risks on induction into the work area
- hold and maintain the risk register for the work group
- inform 'others in the workplace' of any known risks and controls in place
- assess risks that are reported to you
- consult with workers on the most effective controls to manage the risks
- regularly review and monitor risks and the controls that are in place

### *Workers – (employees, temporary workers, contractors, volunteers)*

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- report any risks to their relevant school leader, including those that have already been eliminated
- seek support from the health and safety representative on health and safety risk matters if required
- comply with this policy and procedures in the workplace
- comply with any reasonable instruction in relation to risks given by the board or the PCBU they are visiting
- inform others of known risks
- may cease or refuse to carry out work if they believe the work would expose them to a serious risk

The BOT may wish to have..... NB (The following is Not a requirement under the HSWA 2015)

### *Health and Safety Committee*

- facilitates co-operation between the board of trustees and school workers in instigating, developing, and carrying out measures designed to ensure the school workers' health and safety at work
- assists in developing any standards, rules, policies, or procedures relating to health and safety that are to be followed or complied with at the school
- makes recommendations to the board of trustees about work health and safety.

### *Health & Safety Representatives*

- represent workers on health and safety risk matters
- promote the interests of workers who have raised health or safety risks
- monitor risk controls undertaken by the board
- investigate complaints from workers about health and safety risks
- after first consulting with the relevant school leader, issue provisional improvement notices if risks in the workplace are not managed so far as is reasonably practicable
- direct workers to cease work if they believe the work would expose them to a serious risk

*Others – (visitors, students, parents etc)*

- take reasonable care of their own health and safety
- take reasonable care that their acts are not a risk to the health and safety of others
- take reasonable steps to eliminate risks when they are first identified
- comply with any reasonable instruction given by the board in relation to risks

*Review*

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

## Worker Engagement and Participation

*Purpose*

- The purpose of this policy is to further support and improve health and safety in the workplace. It promotes engagement between the board, officers and workers. The policy provides all workers with a reasonable opportunity to be actively involved in the ongoing management of health and safety.
- This policy includes the roles undertaken by health and safety committees and elected health and safety representatives.

*Actions:*

As part of the boards commitment to promote and maintain a safe and healthy working environment, the board acknowledges that health and safety training will be included for all workers.

*Duties*

- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- to escalate unresolved issues to the relevant member of the school's leadership

Officers (BOT members, Principal)

*Duties*

- i. Under this policy officers should:
  - actively promote positive health and safety and adhere to their responsibilities
  - provide all workers with the opportunity to participate in health and safety
  - promote and encourage discussion on the election processes
    - o where a HSR is elected - liaise with elected HSR
    - o provide support and ensure the HSR has the resources, time and information to undertake the role
    - o allow for the representative to attend approved training
    - o where appropriate, act on recommendations made by the HSR
  - where a recommendation is not adopted, discuss with the HSR and confirm in writing the reason/s for the decision
  - where there is neither a HSR nor a committee, the manager will discuss with workers how their best interests in health and safety will be met.

- ii. It is recognised that Officers have the right to make health and safety decisions after consulting and considering any recommendations made by the school's health and safety committee, and that they are accountable for all health and safety decisions made within their respective locations:

Where there is more than one Officer responsible for workers in the workplace, the Officers will work cooperatively with each other and the HSRs in order to identify and resolve the issues.

## **Health and Safety Representatives (HSRs)**

### *Function and Powers*

The functions and powers of the health and safety reps are to:

- a. represent the workers in the work group in matters relating to health and safety
- b. investigate complaints from workers in the work group regarding health and safety
- c. if requested by a worker, to represent the worker in relation to a matter relating to health and safety in the work group (including a complaint)
- d. monitor the measures taken by the board that are relevant to health and safety
- e. inquire into anything that appears to be a risk to the health and safety of workers in the work group arising from the conduct of the business or undertaking
- f. make recommendations relating to work health and safety
- g. provide feedback to the board about whether the requirements of the Health and Safety at Work Act 2015 and Regulations are being complied with
- h. promote the interests of workers in the work group who have been harmed at work, including in relation to arrangements for rehabilitation and return to work.

### *Election of HSRs*

- Elections for HSRs are held triennially, or as required in the event of a HSR vacating their role.
- The election organiser calls for nominations for the HSR position by a certain date – all workers in the workgroup must have the opportunity to nominate and elect their HSR
- Elections may be undertaken using any form of voting. Voting may be by a secret ballot (if requested by a member of the workgroup, a candidate for election or the board)

### *Training for health and safety representatives*

The HSR training will be based on need and will reflect their function and powers.

- a. All newly elected HSRs must complete initial training. Initial training is considered completed when the HSR is assessed as having achieved the NZQA Unit Standard 29315 39
- b. HSRs will register for appropriate health and safety training in the first two months after becoming an HSR. Each HSR may undertake further training as courses become available and the board budget permits.
- c. As part of the HSRs' continual learning, the board will periodically coordinate and deliver active development and knowledge sharing.

NB: Refer to Health and Safety Policy Training and Induction for information for training for HSRs and general worker training.

### *Committees*

An effective way to work on health and safety matters is through a health and safety committee. Holding an election for a health and safety committee is not a requirement under HSWA. However, a school may choose to do so. HSRs are automatically members of the committee. The board and workers agree on the membership of the health and safety committee. HSRs have an automatic right to sit on the committee.

### *Objectives*

- encourage cooperation and collaboration in meeting the board's health and safety objectives
- ensure there is a consistent, coordinated approach to health and safety on-site
- look for initiatives to ensure health and safety continuously evolves and improves the health, safety and wellbeing of workers
- provide accurate and timely information and advice to management and workers
- ensure there is a systematic process for managing risk
- ensure effective monitoring and review systems are in place
- to escalate unresolved issues to the relevant member of the school's leadership
- wherever possible and practical health and safety committees should represent all workers, including team leaders and school management, working at the site.

### *Making this policy work*

#### *Issue resolution*

- i. Any matter that concerns a worker about their health and safety should be raised with that worker's school leader. This can be raised by that worker, or a HSR.
- ii. If the school leader cannot resolve the matter to the worker's satisfaction, the HSR will be approached if they are not already involved.
- iii. The school leader, worker and the HSR will work together to get a satisfactory resolution.
- iv. If a satisfactory resolution cannot be reached with the school leader, the worker, HSR, or worker representative may look to the options below to resolve the issue.
- v. Operational matters, including workload or work process, should be raised with the relevant manager as appropriate.
- vi. Building facilities matters should be raised with the principal in the first instance.
- vii. Policy concerns should be raised with the board.
- viii. School leaders involved should make every effort to find satisfactory and timely resolutions.

#### *Right to refuse unsafe work*

The board recognises a worker may cease or refuse to carry out work, if the worker believes carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health and safety arising from an immediate or imminent exposure to a hazard.

In this event the following steps will be taken:

- i. The worker will advise their relevant member of school leadership immediately.
- ii. The worker and school leader will attempt to resolve the matter as soon as practicable.
- iii. If the matter is not resolved the worker may continue to refuse to carry out the work, if the worker believes on reasonable grounds that carrying out the work would expose the worker, or any other person, to a serious risk to the worker's or other person's health or safety arising from an immediate or imminent exposure to a hazard.
- iv. If the matter cannot be resolved, WorkSafe NZ will be contacted.
- v. The worker will perform any other work the employer reasonably requests within the scope of their employment agreement.

#### *Provisional Improvement Notices*

An HSR who has received the appropriate training may issue a provisional improvement notice (notice) to a person if the HSR reasonably believes that the person is contravening, or is likely to contravene, a provision of the Act or Regulations. The notice may require the person to—

- a. Remedy the contravention; or
- b. Prevent a likely contravention from occurring; or
- c. Remedy the things or activities causing the contravention or likely to cause a contravention.

The HSR must not issue a notice to a person unless he or she has first consulted the person.

The HSR must not issue a notice if an inspector has already issued a notice in relation to the same matter. If a notice is issued, the HSR must provide a copy of that notice to the relevant school leader as soon as practicable.

#### *Review*

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

## **Personal Protective Equipment (PPE)**

#### **Beliefs:**

It is important that workers are protected from risks we have in the workplace. However, PPE is not a substitute for other control methods. It is considered when all other means of hazard and risk control are not satisfactory or possible. PPE will be used with other controls unless there are no other means of control.

#### **Scope**

This procedure applies to and is to be followed by all of our workers and others at the school. This includes all members of the schools leadership team, workers, contractors, temporary workers, volunteers and visitors. The board will consult, cooperate and coordinate with other workplaces on PPE that is to be used. For that reason, this procedure can also be applied where an adequate PPE policy does not exist at other workplaces.

#### **Standards**

- we will meet the requirements of WorkSafe NZ Regulations
- our people must have access to PPE when it is required
- PPE must meet the relevant AS/NZS compliance standards:
  - Equipment provided must fit the person correctly
  - Foot and eyewear must be the right size
  - Our people must be trained in using the PPE
  - PPE must be maintained in good condition and available for use when needed.

#### **Actions:**

Workers – (employees, temporary workers, contractors, volunteers)

- wearing PPE properly as required
- attending the required training sessions
- properly caring for, cleaning, maintaining and inspecting PPE as required
- following the board's PPE procedures and rules
- informing the relevant school leader of the need to repair or replace PPE

#### **Officers**

- conducting workplace and activity hazard and risk assessments

- determining the presence of hazard and risks which need PPE
- selecting and purchasing PPE and making it available to our people
- reviewing, updating and conducting PPE hazard and risk
- conducting assessments whenever:
  - a job changes
  - new equipment is used
  - there has been an incident
  - a person or manager requests it, or at least every year
- maintaining hazard and risk assessment records
- providing training, guidance and help to our people on the proper use, care and cleaning of approved PPE
- ensuring that PPE training certification and signed evaluation forms are in the person's PPE and training records
- maintaining records of PPE issued and training undertaken
- ensuring that our people properly use and maintain their PPE
- ensuring that our people follow the board's PPE policies and rules
- notifying the school leadership team and health and safety representatives when new hazard and risks arise, or processes are added or changed
- ensuring the immediate disposal and replacement of defective or damaged PPE
- periodically re-evaluating the suitability of previously selected PPE
- reviewing, updating, and evaluating the overall effectiveness of PPE use, training and policies

#### Review

This policy shall be reviewed every two years or more regularly by agreement. The provisions of this agreement may be varied by the board following consultation with workers.

REVIEWED: APRIL 2018