

Golden Bay High School

Health and Safety Policy

Other relevant documents:

GBHS Statement on Health Education
Healthy Food and Nutrition Policy
Policy on Consumption of Alcohol
GBHS Prospectus
Health & Safety Procedure
Hazard Identification Procedure

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
- working with our workers to improve the health and safety system at our school
- 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
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- making sure contractors and sub-contractors working at the school operate in a safe manner
- providing all students with basic health and safety rules, information and training
- encouraging all students and visitors to:
 - follow all instructions, rules and procedures while in the school grounds
 - report all injuries, incidents and near misses to their teacher or other staff members
 - wear protective clothing and equipment as and when required to minimise exposure to hazards while learning

All employees will be encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new staff members, trainees, contractors and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise exposure to workplace hazards.

GBHS : Health and Safety Policy		Page 1 of 2
Version: FINAL	Effective Date: 29 August 2022	Review Date: 2025

APPENDIX 1:

“LABORATORY” MANAGEMENT

The Golden Bay High School Board of Trustees delegates the responsibilities of the “Laboratory” Management to the following people:

<i>Personnel</i>	HOD Science	Laboratory Technician	HODs Visual Arts, Arts, Technology	Deputy Principal	Caretaker
<i>Responsibilities</i>	<ul style="list-style-type: none"> • Implementation of Safety and Science/Pūtaiao • Locking of labs and prep room (TIC lab) • Ensure all chemicals in school are legal • Ensure all teaching staff are aware of food and drink rules • Induction of new and relieving staff • Ensure practical work is not left for relievers who are not science-trained • Ensure all staff have knowledge of protective equipment and its use and are trained in use and handling of hazardous substances • Student behaviour and dress code, including protective clothing, is communicated effectively • System in place for reporting failures • Appropriate spill kits are kept within 30m of labs 	<ul style="list-style-type: none"> • Inventory of hazardous substances • Checking hazardous properties of new substances • Ensure safety procedures information and Safety Data cards are readily available • Labelling, storage handling, disposal of hazardous substances • Ensure that information on use and maintenance of equipment is available to all who use hazardous substances 	<ul style="list-style-type: none"> • Storage, handling and disposal of hazardous chemicals within their departments 	<ul style="list-style-type: none"> • Develop and maintain a school emergency response plan 	<ul style="list-style-type: none"> • Signage warning students and visitors of potential dangers • Procedures for visitors • Communicate with relevant HODs in Art and Technology, and the Groundsman re use, storage and disposal of hazardous chemicals • Hazard identification by inspection of equipment and premises • Health and safety procedures for contractors and suppliers are followed • Provide assistance in problem solving regarding health and safety requirements and improvements to the system • Monthly building WOF inspection
<i>Responsible to</i>	Principal	HOD Science	Principal	Principal	Principal