

## **Otahuhu College Health and Safety Policy: Staff Engagement and Participation**

### **Purpose**

The purpose of this policy is to further support and improve health and safety at Otahuhu College. It promotes engagement between the Board, Principal, Operations Manager and Staff. This policy provides all staff with a reasonable opportunity to be actively involved in the ongoing management of health and safety. Health and Safety Representatives key role is to represent the staff at Otahuhu College; they are not responsible for managing the day to day health and safety of Otahuhu College.

This is achieved by:

1. A health and safety committee to develop and review health and safety policies and procedures
  - a. The Health and Safety Committee shall consist of the Principal, Operations Manager, and three health and safety representatives.
  - b. The Health and Safety Committee will meet at least twice termly.
  - c. Provide feedback as to Otahuhu College compliance with Health and Safety at Work Act 2015
  - d. Minutes from the meeting will be included in Board correspondence.
2. Otahuhu College will have three health and safety representatives
  - a. Two elected health and safety representatives (HSR) from the teaching body, one health and safety representative from ancillary staff.
  - b. Elections for Health and Safety representatives are held every two years, or earlier if a vacancy arises.
  - c. Health and safety representatives will register for appropriate training in the first two months after being elected. Each HSR may undertake further training as courses become available and the board budget permits.
  - d. Health and safety representatives will inquire into anything that appears to be a risk to the health and safety of staff at Otahuhu College.
  - e. Health and safety representatives will if requested by a staff member, represent the staff member in relation to a matter relating to health and safety at Otahuhu College.
3. The Board of Trustees will actively promote positive health and safety.
  - a. The Board has the right to make health and safety decisions after consulting and considering any recommendations made by the Health and Safety Committee, and they are accountable for all health and safety decisions made at Otahuhu College.
  - b. two elected health and safety representatives from the teaching body, one health and safety representative from ancillary staff.
4. Health and Safety issues will be resolved
  - a. Any matter that concerns a staff member regarding health and safety should be raised with the staff member's immediate manager.
  - b. If this matter cannot be resolved a Health and Safety Representative will work with the manager and staff member to get a satisfactory resolution.
  - c. Failure to find a satisfactory resolution will result in the matter being referred to the principal.
5. The Board recognises the right to refuse dangerous work, if a staff member believes carrying out the work exposes the staff member, or any other person, to a serious risk to the staff

member's or other persons health and safety arising from an immediate or imminent exposure to a hazard.

- a. In such circumstances the staff member must advise their manager immediately
  - b. If the matter is not resolved a WorkSafe regulator will be contacted.
  - c. The staff member will perform any other work within the scope of their employment agreement the employer reasonably requests.
6. A provisional improvement notice may be issued by a health and safety representative if the representative reasonably believes that a person is contravening or likely to contravene a provision of the Act or regulations.
- a. The health and safety representative must not issue a notice unless they have first consulted the person
  - b. If a notice is issued, the health and safety representative must provide a copy of that notice to the operations manager as soon as practicable.

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

Signed \_\_\_\_\_

Dated \_\_\_\_/\_\_\_\_/\_\_\_\_

Review Date \_\_\_\_/\_\_\_\_/\_\_\_\_