

## Otahuhu College Health and Safety Policy: Induction Training and Information

### Purpose

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and health work place.

### This is done by:

- 1** Induction of all new workers is to be arranged by the Operations Manager. This will include the identification of:
  - a. Risks and hazards with their work area
  - b. Appropriate risk control procedures
  - c. The risk register will be provided to be read and signed by the staff member
  - d. Relevant Health and Safety policies and procedures for reading
  - e. Emergency procedures
  - f. An introduction to Health and Safety Representatives and a list of qualified first aiders provided
- 2** Compulsory health and safety training will be provided for all staff and will include:
  - a. Evacuation and emergency responsibilities
  - b. Computer safety
  - c. Harassment and bullying prevention
  - d. Other training as directed by the principal, necessary to ensure risks associated with specific work are managed in a safe manner.
- 3** For contracted workers the operation manager will provide a Health and Safety induction, as appropriate, including
  - a. Hazards and controls within their area and scope of work
  - b. A walk-through of emergency procedures
  - c. Relevant school health and safety policies and procedures
- 4** For Health and Safety trainers it is the responsibility for the Principal to check the qualifications, industry experience, current competency and personal specifications of each trainer.
- 5** It is the responsibility of individual staff to record the health and safety training they do.
- 6** The Principal or nominee will monitor all training with regard to health and safety
- 7** All training programmes will be assessed for their effectiveness

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

Signed \_\_\_\_\_

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

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