**HEALTH & SAFETY AT WORK**

**Rationale:** The health and wellbeing of all who attend the early childhood centre/service is of paramount importance.

**Purpose:** To comply with relevant legislation, standards and codes of practice at all times to ensure we provide a safe and healthy environment for all staff, children and their parents. .

**Definitions**

**Person Conducting a Business or Undertaking (PCBU):**

A PCBU is a legal entity. In the context of early childhood and compulsory education, the PCBU is a ECE Centre Board of Trustees as an entity, ECE Centre/service owner, kohanga reo, national education association, Ministry of Education or District Health Board (as landlords), sponsor, proprietor and/or self-employed educator.

**Health and Safety Officer:**Officers are individual members of a board of trustees or board of directors, and any other person occupying a position that allows them to **exercise significant influence** over the management of the business or undertaking (for example, a chief executive or a principal).

Their role is to exercise **due diligence**, which means they must take reasonable steps to ensure that the Board/ECE (as the PCBU) meets its health and safety obligations. The purpose of due diligence is to inform governance decisions so they do not adversely or negatively affect health and safety. The officer will proactively undertake due diligence to ensure health and safety is prioritised by their Board/ECE in order to improve health and safety and avoid the risk of any liability.

**Worker:**   
A person who carries out work in any capacity for the Governance Group/ECE service, including employees, contractors and their employees, students and volunteers.

**Health and Safety Representative:**

Health and Safety Representatives (HSRs) are workers who are **elected** to represent their colleagues on health and safety matters and receive appropriate training.

**Health and Safety Committee:**A Health and Safety Committee (HSC) brings together workers (including HSRs) and management to develop and review health and safety policies and procedures for the workplace.

**GUIDELINES**

* All staff have individual responsibility to take reasonable care for health and safety of themselves and others in the ECE setting, to co-operate in the development and implementation of Health and Safety procedures and comply with these.
* The Board of Trustees/Owner will implement procedures to ensure all workers are informed of, understand, and accepting their responsibility for eliminating or minimising the potential for harm to themselves at their workplace, including contractors, other staff , students and visitors being informed of any results of monitoring in their work area.
* A Health and Safety Officer is appointed by the Board of Trustees/Owner to ensure systems and process are in place to meet the requirements to of the Health and Safety at Work Act.
* Workers will be consulted on, and given the opportunity to participate in, health and safety management.
* Employee representatives will be consulted regarding health and safety management.
* A Hazard Identification and Management system is provided to minimise risk of injuries. Significant *hazards* will be controlled by:

1. Eliminating or isolating any hazard that arises out of the Centre or Centre environment likely to cause harm to staff, students or other people.
2. Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.

* A safe working environment will be maintained. This includes providing facilities for staff health and safety at work.
* Plans and procedures are developed for foreseeable emergencies that may arise in the workplace.
* All new staff will undergo induction, training and supervision to ensure they have knowledge and understanding of health and safety practices and procedures.
* Effective procedures are provided for hiring and monitoring of contractors and for being accountable for their safety and for that of other visitors.
* Current Health and Safety Policy and Procedures will be in the Centre Operations Manual and be accessible to all workers.
* Injuries are recorded, reported and analysed.
* The Board of Trustees/ECE Service is committed to continuous improvement in health and safety.
* The Board of Trustees is committed to complying with all relevant health and safety legislation.
* Staff are supported in the safe return to work after an injury.
* There will be on-going evaluation, review and updating of compliance with the health and safety programme and this policy.
* All records of accident or injuries will be retained for five years.

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| **SIGNED:** | |
| **DATED:** | **REVIEW DATE:** |

***Further Guidance on Health and Safety at Work Act 2015***

* ***The Ministry of Education health and safety web space:*** [***http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/***](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/)
* ***The Health and Safety regulator WorkSafe:*** [***http://www.business.govt.nz/worksafe***](http://www.business.govt.nz/worksafe)
* ***Administrator of Health and Safety legislation MBIE:*** [***http://www.mbie.govt.nz/***](http://www.mbie.govt.nz/)
* ***Definitions of Duty Holders roles:*** [***http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/leadership/***](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/leadership/)
* ***Implementing the Health and Safety at work Act 2015 – a guide for early learning services:*** [***http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/implementing-the-health-and-safety-at-work-act-a-guide-for-early-learning-services/***](http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/implementing-the-health-and-safety-at-work-act-a-guide-for-early-learning-services/)

***If you have specific questions you could contact your local Ministry of Education office***

***This policy template and related procedure templates are written as a guide to support Centres to develop their own policies and procedures to meet the Health and Safety at Work Act (2015). The PCBU and Health and Safety Officer should also read information as indicated above to familiarise themselves with the requirements for ECE settings meet the Health and Safety at Work Act (2015) and make any changes to these documents to ensure their Centre is compliant with the Act.***