

The Proprietor Health and Safety

The Proprietor (“Proprietor”) is committed to ensuring the health and safety of all its workers, visitors and contractors as well as those associated with any workplace or properties that the Proprietor owns or leases. The Proprietor will comply with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

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

General

- making health and safety a key part of our role
- working with our workers and the relevant Boards of Trustees of our schools to improve our health and safety systems
- training our workers and volunteers about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers and volunteers
- helping workers and volunteers who were injured or ill return to work safely
- consulting with our contractors and sub-contractors working at our workplaces and/or properties and obtaining satisfactory evidence that they operate in a safe manner

Boards of Trustees

- doing everything reasonably possible to remove or reduce the risk of injury or illness in our workplaces and/or our properties
- in consultation with the relevant Boards of Trustees, providing procedures for use of the buildings at the relevant schools
- making sure all incidents, injuries and near misses are recorded in the appropriate place by the appropriate PCBU
- ensuring that incidents and near misses are investigated by the appropriated PCBU with a view to reducing the likelihood of them happening again
- having emergency plans and procedures in place and consulting with the relevant Boards of Trustees, where applicable, to ensure that they have emergency plans and procedures in place

Our workers are 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 and at on our properties
- 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 workers, staff members, trainees 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

Others in the workplace

All others in the workplace are encouraged to:

- follow all instructions, rules and procedures while in the workplace
- report all injuries, incidents and near misses to the Proprietor

Health and safety is everyone's responsibility.

Proprietor Chairperson: _____ Date: ____/____/____

Next review date: ____/____/____

Duties of the Proprietor

The HSWA imposes a number of duties on the Proprietor as a Proprietor of integrated schools in relation to ensuring health and safety in school workplaces that it owns or leases in consultation with the Board of Trustees of the relevant school, which also has responsibility for health and safety on its school campus. In many cases, the actions required to meet these duties can be easily and effectively integrated into the normal processes that are used to run the school on a day-to-day basis.

This checklist provides a means for the Proprietor to assess its performance and the performance of the relevant Board of Trustees against the duties specified in the HSWA.

Checklist

(When answering these questions our Trust needs to ensure that there is evidence of compliance, eg. worker training records, risks identified in the appropriate register and copy of our H/S policy printed at reception)

	YES	NO
1. Are we taking action to ensure the health and safety of our workers?		
2. Is the Board of Trustees taking action to ensure the health and safety of its workers and students?		
3. Is a healthy and safe working environment provided for independent contractors and their workers (eg. cleaners, trades people, repair people) who enter school?		
4. Are other people (such as parents, visitors, etc.) protected from risks arising from the Proprietor's work and activities?		
5. Is the use, handling and storage of plant and structures safe at schools and pre-schools and are systems in place to support this?		
6. Are our workers provided with adequate facilities for their welfare while at work, including access to the facilities while at work?		
7. Are our workers provided with information, training, instruction or supervision so that they can do their work safely and without risks to health?		
8. Is the health of the school's students, workers and workplace conditions monitored to prevent injury or illness of students and workers arising from schools and any other Proprietor operations?		
9. Are school's and any other Proprietor operation's fittings, fixtures and plant checked to ensure they don't pose risks to the health and safety of anyone at the premises?		
10. Does the Proprietor consult, cooperate with, and coordinate activities with all other PCBUs (businesses) who are working together on the same project (eg. construction on school grounds, or school activities)?		
11. Are notifiable events reported to WorkSafe as soon as possible after the event?		
12. Do we keep records of notifiable events for at least 5 years?		

	YES	NO
13. Do we engage regularly about health and safety matters with our workers?		
14. Do the Board of Trustees engage with students about health and safety?		
15. Do we have effective practices that allow our workers to have an opportunity to participate in improving work health and safety on an ongoing basis?		
16. Do the Board of Trustees engage with the community and relay our expectations of them when they visit the premises?		
17. Does each school and any other Proprietor operations have one or more health and safety representatives and/or a health and safety committee?		
18. Does each school and any other Proprietor operations have a risk identification and control process that eliminates or minimises the identified risks?		
19. Do we share information and ideas about risks and how to control them with our workers?		
20. Does our Trust receive and consider regular reporting on its compliance with the HSWA?		

Approved by: _____ Date: ___/___/___

Next review date: ___/___/___

Actions arising from checklist: