



## HEALTH and SAFETY at WORK WORKSAFE PROCEDURE

### RATIONALE

- School Boards are required to comply in full with any legislation currently in force or that may be developed to ensure the safety of students and employees
- The *Health and Safety at Work Act 2015* requires Boards to ensure the health and safety of its employees.
- The Act also requires Boards, in certain circumstances, to ensure the health and safety of others permitted to come on to school premises including students, visitors and contractors
- The Board and Senior Leadership will identify, assess and manage work risks as required by [Worksafe](#).

### PROCEDURE STATEMENT

The Board will:

The responsibilities of a Board under the Act are to ensure Management provides:

- provide a safe, clean, healthy work environment.
- reduce the risk of harm occurring to its staff or others permitted to be on the College premises.
- comply with all legislation requirements as they relate to Health and Safety.

### REPORTING

Worksafe is promoted through the systematic management of health and safety and the reporting of incidents on the safe 365app.

Worksafe issues will be reported to the delegated Health and Safety officer for each area on site.

Worksafe issues likely to cause serious harm will be immediately reported to the Principal and recorded on the safe 365 app

The Principal will act responsibly and in accordance with the Health and Safety at Work Act 2015.

This procedure was issued by the Principal 25 February 2021.

This procedure will be reviewed on / before February 2024.

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**PRINCIPAL**

25 February 2021

**DATE:**