



WAIKATO DIOCESAN  
School for Girls

## Health & Safety Policy

### NAG 5 – Health & Safety Policy 5.4

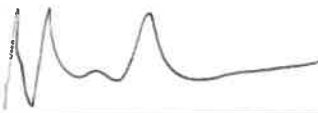
The Board of Trustees and the Proprietor's Board of the Waikato Diocesan School for Girls are committed to providing and maintaining a safe and healthy environment for staff, students, visitors, contractors, and all others who may be affected by our activities. **This commitment will be achieved by the following:**


- **Complying with the Health and Safety at Work Act 2015 and its regulations, codes of practise and other safety guidance material.**
- **Waikato Diocesan School for Girls will coordinate, consult, and cooperate with other Persons Conducting a Business or Undertaking (PCBUs) who are in a shared workspace and where there are overlapping duties.**
- All staff will be provided with health and safety induction, training, and supervision.
- Staff will be encouraged to engage and participate in health and safety.
- Hazards will be identified and eliminated where possible. If elimination is not possible, hazards will be controlled and monitored.
- Workplace accidents, incidents and near misses will be accurately reported, recorded, and follow-up actions put in place, if required.
- Any notifiable incidents or accidents will be reported to WorkSafe.
- Staff will be supported in an early return to work after illness or injury.
- Ensuring that emergency plans and procedures are in place.
- Committing to continuous improvement in the School's health and safety performance.

**While the Board of Trustees and the Proprietor's Board of the Waikato Diocesan School for Girls are committed to providing and maintaining a safe and healthy environment, staff are expected to share in the commitment to this Policy. Staff are expected to play a vital role in maintaining a safe and healthy workplace through:**

- Observing all safe work procedures rules and instructions and always practising safe work methods.
- Reporting all incidents, accidents, near misses, pain and discomfort in an accurate and timely manner.
- Actively participating in the identification of hazards and risks and ensuring controls for hazards and risks are effectively implemented.

- Taking part in Health and Safety Forums.
- Following any reasonable instruction given so that the School can comply with the Health and Safety At Work Act 2015 and its regulations.

Adopted by BOT:  Signed (BOT Chairperson)  
31/8/22 Date

Adopted by PB:  Signed (PB Chairperson)  
28.9.22 Date

Reviewed: July 2022

Next review: July 2023