

POLICY ON HEALTH AND SAFETY

POLICY STATEMENT

The Board is committed to providing a safe environment for all people who utilise the Hostel.

PURPOSE

- a. To provide a high quality physical environment for its boarders, employees and community users.
- b. To ensure that all reasonable steps are taken to provide a safe Hostel environment and minimise any risk of damage or hazard in the Hostel environment.
- c. To ensure compliance with the requirements of the Health & Safety & Employment Act 1992, and the Ministry of Education Health and Safety Code of Practice for State primary, composite and secondary schools (the Code), which embraces all other relevant legislation.
- d. To follow the code in order to:
 - a) Establish minimum physical health and safety standards
 - b) Establish management systems for the identification and management of dangers and hazards to health and safety.

GUIDELINES

1. The Board of Trustees, staff and employees will observe the requirements of The Code.
2. The Code will be available to the Hostel community on request.
3. The Resources Committee of the Board of Trustees will monitor the observation of :
 - (i) Health & Safety Code of Practice
4. The Principal and Asset Manager will manage the observation of The Code and report directly to this Committee.
5. The Hostel and Asset Manager will be responsible for the establishment of a Hazards Register and the management of hazards.
6. All accidents will be notified to the Hostel or Asset Manager who will ensure that:
 - (i) All accidents are recorded in an Accident Register
 - (ii) All treatments are recorded
 - (iii) All serious harm is reported to the appropriate authorities
7. Health and Safety committee meetings are held in accordance with the Health and Safety Act. The constitution of the committee is determined by the legislation.

Adopted 18 September 2001
Reviewed May 2008