

Policy Title: Health and Safety Policy

Policy Classification: Health and Safety

Monitored by: Team Leader Senior Teachers

Approved by: General Manager

Review Date: February 2019

Commitment

Hutt City Kindergartens is committed to improving health and safety practices throughout its operations and implementation of a health and safety management system as described in the Hutt City Kindergartens Health & Safety System Manual.

This is in accordance with AS/NZS 4801:2001 "Occupational Health and Safety Management Systems – Specification with Guidance for Use."

The Association is also committed to complying with all Health and Safety legislation, regulations, codes of practice and safe operating procedures that impact upon its operations. In particular the Early Childhood Regulations 2008 will be complied with at all times.

Policy Detail

The Association is committed to:

Providing all employees with a healthy and safe work environment.

Providing safe Kindergartens for all children and their family/whanau – and that safety is paramount on all occasions when children are taken outside the Kindergarten environment.

Ensuring all employees and their representatives are consulted with and appropriately trained to a competent level to carryout the tasks asked of them.

Ensuring employee representatives are consulted with on issues relating to health and safety management.

Requiring from employees a commitment to personal health and safety practices at all times.

Ensuring that contractors employed by the Association on any of our sites have adequate health and safety systems, are aware of the hazards their staff will encounter and adequately advise and control any hazards associated with their activities.

Ensuring that all families, whanau and visitors to any Kindergarten are made aware of their own and the Associations health and safety obligations while they are visiting.

Facilitating rehabilitation of employees through:

- Providing, wherever possible, opportunities for a return to meaningful work
- Ensuring early intervention, assessment and treatment programmes for
- work- related injuries
- Communicating effectively with case managers and treatment providers for those employees in rehabilitation.

Following best practice in the management of safety, health and rehabilitation in the workplace, to the effect that:

- All employees and contractors will be assigned health and safety responsibilities and be held accountable for these actions
- Health and safety objectives will be reviewed annually
- The Association is committed to providing resources to ensure health and safety best practices and continual improvement within the organisation
- All managers and Head Teachers will be required to show competence in health and safety management through adherence to the Health and Safety Management System and to be trained in health and safety best practice.
- Accurate reporting and recording will occur

Re-issue Date:	February 2017
Re-issue Date:	11 February 2015
Re-issue Date:	30 April 2010
Re-issue Date:	19 November 2009
Re-issue Date:	1 October 2008
Re-issue Date:	31 December 2007
Re-issue Date:	31 December 2006
Re-issue Date:	31 December 2004
First Issue Date:	30 September 2001