

## Health & Safety Policy

### PURPOSES:

- 1- To provide a safe environment for staff and students.
- 2- To ensure management systems for health and safety issues are in place.
- 3- To ensure actual and potential hazards in the school have been identified, eliminated, isolated, or minimized.
- 4- To provide staff with the necessary information, training, and procedures to be followed.
- 5- To encourage staff to be responsible for their own health and safety at school and ensure their actions do not harm anyone else.

### PROCEDURES:

- 1- The board will take all reasonable steps to provide a safe physical and emotional environment for students, staff, and visitors to the school.
- 2- The board will endeavor to ensure the emotional safety and security of all staff by considering stress in relation to programs of work, respecting the provisions of a good employer and good faith, and by supporting the safe and early return to work of injured staff.
- 3- The principal is responsible for ensuring union and other employee representatives are consulted regarding health and safety management.
- 4- The principal will ensure staff are consulted on, and given the opportunity to participate effectively in ongoing processes for improvement of health and safety in their workplace. A Health and Safety Plan for the School will be held in the principal's office.
- 5- A Health and Safety Committee with responsibility for health and safety issues will be appointed by the principal. The committee will be comprised of 3 staff members. The Health and Safety Committee will meet twice a term or more often if needed. The Health and Safety Committee will forward a copy of the minutes of meeting and action points to the principal.
- 6- The Health and Safety Committee will be responsible for the ongoing evaluation, review and updating of the Health and Safety Plan.
- 7- The Health and Safety Committee will report on any updates at the regular weekly staff meetings, and in writing to the principal.
- 8- The Health and Safety Committee will be responsible for ensuring Hazard Identification Audits are conducted regularly, with action taken to manage identified hazards. Hazards are anything that is an actual or potential cause or source of harm.
- 9- Harm means any illness or injury, or both, and includes physical or mental harm caused by work-related stress.
- 10- The Health and Safety Committee will keep appropriate records, including minutes of meetings, and a Hazards Register.
- 11- Where a "significant hazard" is identified, the Health and Safety Committee will take all practical steps to eliminate the hazard, or isolate the hazard (if elimination is

- impracticable), or minimize its effects and protect staff (if elimination and isolation are impracticable).
- 12- The principal will ensure that all accidents (an event that causes any person to be harmed or, in different circumstances, might have caused a person to be harmed) are accurately recorded, reported, notified, and investigated.
  - 13- All accidents must be recorded in an Accidents and Serious Harm Register held in the School Office. All accidents must be investigated to determine whether or not the accident was caused by, or arose from, a significant hazard; and, if caused by/arose from a significant hazard, the significant hazard must be reported to the Health and Safety Committee and recorded in the Hazards Register.
  - 14- Safe practices are re-enforced in an integrated curriculum.
  - 15- Fire: On the continuous ringing of the bell, children leave all equipment and belongings behind, and move in a sensible fashion to the top field where they assemble in classes for a roll call. A talk to children by the local fire safety can be part of the curricular. Fire drills will be carried out twice a year and will be recorded in the School Building Systems and Features Manual.
  - 16- Earthquake: Children move as quickly as possible, under desks, tables or in doorways. If outside, move away from power lines, and towards a fence or large object and hang onto.
  - 17- Flood: The problem with flooding is not with the school flooding, but roads leading to the school flooding. In the event of this happening, the school will be closed by the principal in consultation with a BOT member, and children sent home by bus if possible or cars as soon as can be arranged. Parents will be notified. The staff will ensure that proper arrangements are made for the safety of each child.
  - 18- Road: Children riding to and from school and home must wear an approved cyclist safety helmet at all times, and obey all road rules.
  - 19- Bus: A very large proportion of the children travel by bus to and from school. Safety getting on and off the bus, sitting correctly, and using their common sense must be stressed to the children. Appointed bus monitor will help maintain safe bus practices, and report any indiscretion to the bus driver or staff.
  - 20- Daily hazards will be identified at morning assembly.
  - 21- The principal will ensure staff are informed of, and understand, their responsibility for: managing hazards in their workplace, ensuring their own safety while at work, and ensuring no action while at work causes harm to any other person (including other staff, students, visitors, and contractors).
  - 22- The principal will be responsible for informing staff of the results of any monitoring of their workplace.
  - 23- The principal will ensure staff and students are made aware of emergency procedures.
  - 24- All contractors and visitors (excluding parents and caregivers) will be required to sign in to the office when visiting the school.
  - 25- In addition, all contractors will be required (as part of their contract conditions), to accept the School's Health and Safety Plan before commencing work on site. In addition, all contractors will be required to submit their own Health and Safety Plan to the School's Health and Safety Committee for approval before starting work on site.