

POLICY: Health and Safety (Governance)

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of our Lady of the Missions as the College Founders and their special charism reinforced in the College. The Board acknowledges that our Catholic values contribute to a community where truth, justice and equity underpin decisions that protect and support all members of our community. This policy upholds the mana and dignity of all who belong to our community through our culture of care and compassion.

1.0 Purpose and Scope

The Board of Trustees of Sacred Heart Girl's College (the Board) is committed to ensuring the health and safety of all students, staff, and visitors by complying with relevant health and safety related acts, regulations, New Zealand standards and approved code of practices.

2.0 Procedure

- 2.1 The Board is committed to providing and maintaining a safe and healthy environment for all students, workers, and other people in the College. The Board will achieve this through:
 - a. making health and safety a key part of our role
 - b. working with our students and workers to improve the health and safety system in the College
 - c. doing everything reasonably practicable to remove or reduce the risk of injury or illness
 - d. making sure all incidents, injuries and near misses are recorded in the appropriate place
 - e. investigating incidents, near misses, with the aim of reducing the likelihood of reoccurrence
 - f. having emergency plans and procedures in place
 - g. training everyone about hazards and risks so everyone can work safely
 - h. providing appropriate induction, training, and supervision for new and existing workers
 - i. helping those who were injured or ill to return to the College safely
 - j. making sure contracted workers working at the College operate in a safe manner, and
 - k. to the extent as reasonably practicable the Board will manage psychological risks relating to stress, fatigue, bullying, harassment and discrimination
- 2.2 All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - a. being involved in improving health and safety systems at work
 - b. following all instructions, rules, procedures, and safe ways of working
 - c. reporting any pain or discomfort as soon as possible
 - d. reporting all injuries, incidents or near misses
 - e. helping new workers, such as staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
 - f. reporting any health and safety concerns or issues through the reporting system
 - g. keeping the workplace tidy to minimise the risk of trips and falls
 - h. wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards, and
 - i. being aware of all health and safety risks and reporting where necessary including behaviours which are considered bullying, harassment, or discrimination

- 2.3 All others in the College, including visitors or contracted workers are encouraged to:
- follow all instructions, rules, and procedures while in the College's premises
 - report all injuries, incidents and near misses to the Principal, College administrator, or senior leadership member
 - wear protective clothing and equipment as and when required to minimise exposure to hazards while visiting
- 2.4 The SHGC Health and Safety policy is that:
- health and safety is everyone's responsibility
 - the policy applies to all SHGC staff and visitors
- 2.5 The Board accepts its legal and ethical responsibilities as the Person Conducting Business or Undertaking (PCBU) of SHGC. This includes the primary duty of care for health and safety of SHGC.
- 2.6 The Board also recognises the leadership role of the Principal and the Senior Leadership Team in leading and developing a culture of caring (manaakitanga) that holds safety (aahurutanga) and wellbeing (hauora) as high priorities.
- 2.7 The Board recognises that education is a complex and sometimes stressful environment in which to work. Employees are encouraged to monitor their own wellbeing and to seek help from the Leadership Team if needed. The Board aims to be a good employer by monitoring staff wellbeing and mitigating risks where possible. The roles of staff, leadership and the Board are further outlined in the school's Hauora Procedures.
- 2.8 The Board therefore undertakes to collaborate with the Principal to:
- ensure that the policy is fit for purpose, effectively enacted, and is known to workers, students and visitors
 - ensure that there is adequate provision made in the Board's budgets and planning to provide any equipment, resources and training that may be required to enact this policy effectively
 - ensure effective school wide participation in health and safety
 - ensure that the Board is kept well informed about the effectiveness of this policy, with reference to any aspects of school health and safety that may require attention or action, and
 - notify WorkSafe NZ as soon as practicable if there is a notifiable event in a place where school related activities are being carried out
- 2.9 Third-party advice:
- the Principal is the Board's main advisor on health and safety matters, and
 - in line with accepted good practice in governance, the Principal's advice is contestable, and the Board will actively seek independent advice and information from other sources from time to time to verify and complement briefings received from the Principal
- 2.10 Reporting to the Board:
- The Principal is responsible for ensuring that the Board is kept fully informed about the health and safety status of SHGC, the staff, students, and others in the workplace, including but not limited to:
 - the name(s) of the health and safety person in charge and/or health and safety representatives
 - any incidents including any accidents or near misses, who may from time to time occur that result in harm to any person in the workplace, where the harm is not trivial, and
 - any identified hazards or risks and how they have or are being dealt with, which will include specific reference to any instances of:
 - facility and or equipment failure
 - workplace harassment, bullying or discrimination
 - that arrangements are in place to ensure effective workplace engagement on health and safety issues

References

- Health and Safety at Work Act 2015
- Sacred Heart Girls' College Strategic Plan 2023-2025
- Sacred Heart Girls' College - Anti Bullying, Harassment and Discrimination Policy.

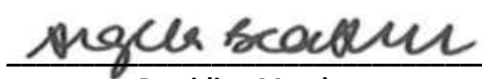
Review

The Board of Trustees will review this policy.

Review schedule: Triennially

Review due next: **November 2028**

Approved by the Board of Trustees at the meeting held on: **3 November 2025**



Presiding Member