

24 PROCEDURE: OCCUPATIONAL, SAFETY AND HEALTH REQUIREMENTS

Aim

To ensure that the physical environment is maintained to a high standard and that all OSH requirements are met. *Reg 24 & 31, Health and Safety in Employment Act 1992*

24.1 Employer and Employee Responsibilities

24.1.1 Montessori Children's House Wanaka is responsible for providing a safe working environment and workplace. Within the workplace employees have responsibilities for keeping themselves and others safe by following correct procedures, helping new employees, trainees and visitors to understand safety practices and communicating concerns to the Board of Trustees via the Health and Safety representative. All new employees will be made aware of the hazards and the procedures.

24.1.2 Stress in the workplace can lead to health and safety problems arising. Montessori Children's House Wanaka strives to provide a healthy, stimulating, enjoyable and productive workplace. Any employees experiencing prolonged stress due to their work should discuss this with the Managing Teacher who, along with the Board of Trustees will work with the member of staff to help identify and overcome the problems causing stress. If stress is caused by factors outside of the work environment the issue will be discussed at the next board meeting and if deemed it will affect the health and safety of the staff member or others at work, they may suggest the employee seeks professional help or counseling.

24.2 Health and Safety Representative

24.2.1 The designated Health and Safety representative is responsible for ensuring that any potential hazards are reported and that action is taken to correct them. Staff with health and safety concerns should express these to the Managing Teacher.

24.2.2 The current Health and Safety Representative is Anne-Marie Love.

24.3 Hazard Identification and Management

24.3.1 A checklist to systematically identify potential hazards and how they can be minimised has been set up and is available in the entrance.

24.3.2 All staff, contractors, volunteers and visitors are required to be aware of any potential hazards and how the effects of any hazards can be minimised.

24.3.4 A notice is displayed in the entry to inform visitors of the hazards checklist. All visitors are required to sign in and out if staying at the school for longer than five minutes.

24.3.5 The hazard checklist is reviewed by the Managing Teacher either annually, or after any modification to the work environment or processes, or after any accidents or near misses.

24.5 Evaluation and Maintenance

24.5.1 The Managing Teacher is required to carry out a safety evaluation of the building and playground annually at the start of the year and after any modifications.

- 24.5.2 Maintenance checks are to be carried out weekly and recorded on the designated form by the rostered teacher from each class. Any required maintenance should be added to the maintenance list located in the Managing Teacher's office.
- 24.5.3 The maintenance person should tick and date each item when complete and once completed, lists should be filed for reference.
- 24.5.4 The Managing Teacher is to ensure that any urgent maintenance required is promptly addressed and that appropriate steps are taken to preclude the use of the area until it is made safe.

24.6 Reporting Accidents

Ref also child injury/accident, staff injury/accident.

- 24.6.1 All accidents or near misses occurring in the workplace (including temporary workplaces such as fundraising events) should be recorded and assessed to determine how they can be isolated or minimised so that accidents are not repeated.
- 24.6.2 Accidents involving serious harm need to be urgently reported to the Managing Teacher and then to OSH.