



HEALTH AND SAFETY POLICY STATEMENT

Kaitiaki Kindergartens is committed to a process of continuous improvement to achieve excellence in managing health and safety everywhere we work and everything we do.

We recognise the positive impact, values and benefits of creating a strong health and safety culture with enhanced health and safety to our employees, contractors, volunteers and children.


In meeting this commitment, Senior Management will:

- develop and maintain health and safety policies and procedures
- actively identify, manage and review hazards and risks, reducing the possibility of harm
- encourage employee engagement, consultation and participation in health and safety matters
- establish safe work practices and ensure those practices are followed at all times
- ensure compliance with relevant health and safety legislation, regulations, standards, safe operating procedures, handling of hazardous substances and codes of practice
- accurately and promptly report, record and investigate all workplace accidents, incidents and near misses
- maintain emergency plans and procedures
- provide induction and supervision for employees as required; identify and provide further training as required
- provide personal protective equipment (PPE) for employees as required, through the Service's health and safety budget
- ensure procedures are in place to support the safe and early return of injured or ill employees

Employees will:

- Ensure they do not harm themselves or others while at work
- Comply with all health and safety policies and procedures
- Report all accidents, incidents and near misses
- Identify, control and report any hazards
- Participate in health and safety activities, training and meetings as required
- Adhere to emergency procedures and actively participate in drill procedures
- Use personal protective equipment (PPE) as and when required

This Health and Safety Policy Statement will be reviewed on a two yearly basis.

Signed: 
General Manager

Date: 28/9/23



Operational Policies

7.01 Health and Safety Policy

Classification: Health and Safety

Date: July 2023

Applies to: All staff (see Scope)

Review Date: July 2025

Approved by: Board

Purpose:

- To ensure safe environments and practices throughout the Association.

References:

- Health and Safety at Work Act 2015 (the Act)
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations

Policies – this policy to be read in conjunction with:

- Kaitiaki Kindergartens Policy 7.02 Hazard and Risk Management Policy
- Kaitiaki Kindergartens Policy 7.10 Employee Participation and H&S Planning, Review and Evaluation Policy

Definition:

- Kaitiaki Services – is referred to as ‘The Association’
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Kindergartens and Early Learning Centres – are referred to as services
 - All teaching and non-teaching staff employed at the service – are referred to as employees
 - Under the Act the following Definitions apply:
 - PCBU – Person Conducting a Business or Undertaking
 - Officer – an individual who exercises significant influence over the management of the business to the extent they influence and control the workplace.
 - Worker – an individual who carries out work in any capacity for a business or undertaking, including employees, contractors, sub-contractors, trainees, work experience, volunteers:
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Policy

The Association is committed to providing a safe and healthy environment for employees, contractors, volunteers and children. The aim of the policy is to:

- ensure that the health and safety management is consistent with the Association’s obligations and values
 - outline responsibilities
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- minimise exposure to all levels of risk in relation to health and safety for anyone involved with or part of the Association.

Scope

This Policy applies to all the Association’s employees, contractors and clients. For the purposes of Health and Safety, all references to employees also covers students working in the services.

Any variance to this Policy must be agreed and formally authorised by the General Manager and Board.

Roles and Responsibilities

<p>The Association Board (PCBU) <i>The Board is considered to be a PCBU. A PCBU is in the best position to control risks to work health and safety as it is carrying out the business or undertaking. This is why the PCBU has the primary duty under the Act.</i></p>	<ul style="list-style-type: none"> • The Board has the responsibility for the governance of health and safety in the workplace. • The Board must demonstrate due diligence by taking reasonable steps to: <ul style="list-style-type: none"> ○ Understand the nature of the health and safety risks of early childhood education and how to manage those risks. ○ Make sure the Association and services have available, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety ○ Have in place effective processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information. • Ensure all the Association’s services are complying with the Health and Safety at Work Act 2015 and its regulations.
<p>Association General Manager /Licensee (Officer)</p>	<ul style="list-style-type: none"> • The Association General Manager/Licensee has overall responsibility for the effective management of health and safety, and requires every Service Leader with worker (employee) responsibility to implement this policy. • Responsibilities include: <ul style="list-style-type: none"> - Accountability for compliance with health and safety legislation and regulations and the Association health and safety policies and procedures. - Monitoring the effectiveness of health and safety in the association’s services. - Ensuring employee participation practices are in place across the services. - Maintaining the accident register and ensuring accidents and incidents are investigated. - Provide health and safety information about hazards and risks and how to prevent these hurting workers and/or children. - Ensure all workers are adequately trained instructed and supervised and understand and comply with the health and safety policies and procedures.



	<ul style="list-style-type: none"> - Ensure that Professional Practice Leaders, the Operational Leader and Service Leaders are competent in health and safety management.
<p>Professional Practice Leaders/ Operational Leader</p> <p><i>Provide leadership and pedagogical and operational expertise to all teaching staff</i></p>	<ul style="list-style-type: none"> • Responsibility for ensuring compliance with the health and safety system, policies and procedures at their services. • Ensure that all Service Leaders are trained in the health and safety system and understand their roles and responsibilities. • Ensure health and safety information is kept up to date, including annual reviews, health and safety performance, activities, issues and accident, incident and near miss statistics. • Make recommendations for health and safety changes or initiatives to workers on site at services and to the Association General Manager. • Provide guidelines and information on health and safety issues. • Set performance standards.
<p>Service Leaders</p> <p><i>Provide workers with a formal visible way for them to have a say in work health and safety and provide a forum for workers who might not otherwise speak up about work health and safety</i></p>	<ul style="list-style-type: none"> • Are members of the Kaitiaki Kindergartens Health and Safety Committee. • Responsibility for ensuring compliance with the health and safety system, policies and procedures at their services. • Engage with workers and encourage them to participate in health and safety matters and to make recommendations for health and safety improvements and initiatives. • Listen to, and consider, any recommendations by employees, workers and parents of children at the services. • Provide training and supervision to ensure employee competence; and health and safety awareness. • Monitor compliance to ascertain that the health and safety system is working. • Provide support and resources so that systems are maintained and improved. • Coordinate the maintenance of health and safety documentation. • Ensure workers are trained on the Association’s health and safety system. • Coordinate health and safety training, including health and safety inductions for new employees.
<p>Health and Safety Representatives (Service Leaders)</p> <p><i>The functions of the HSR include: representing workers on health and safety matters, making recommendations on health and safety, investigating complaints</i></p>	<ul style="list-style-type: none"> • Be familiar with the Association’s Health and Safety policies and procedures, and their service’s own procedures. • Foster positive Health and Safety management practices and culture in the work place. • Ensure processes are followed if a new hazard/risk is identified, and actions are discussed.



<p><i>and risks to worker health and safety, monitoring health and safety measures taken by the BCBU, giving feedback to the PCBU about how it is meeting its duties.</i></p> <p><i>HSR's powers include requesting relevant information from the PCBU, entering and inspecting a workplace, attending interviews.</i></p> <p><i>Trained in Health and Safety, representatives also have powers that enable them to take action on behalf of their work group.</i></p>	<ul style="list-style-type: none"> • Participate in audits, where applicable. • Attend regular, at least three times per year, Health and Safety Committee meetings and contribute to committee activities. • Follow up on actions from the Health and Safety Committee meetings. • Promote the interests of employees in health and safety matters. • Undergo appropriate training. • Assist, if required, in the investigation of reported workplace accidents, incidents and near misses. • Maintain confidentiality on any personal or non-health and safety information obtained. • Ensure Health and Safety is a standing agenda item at team meetings.
<p>Health and Safety Committee</p> <p><i>HSCs bring together employees and management in the development and review of health and safety policies and procedures for the workplace. HSCs enable a business and its employee representatives to meet regularly and work cooperatively to improve work health and safety. They assist in developing standards, rules, and policies or procedures for work health and safety and make recommendations relating to work health and safety.</i></p>	<ul style="list-style-type: none"> • Coordinate health and safety committee meetings, including the scheduling of meetings, creating the Agenda and taking meeting minutes. • Discuss Health and Safety matters and initiatives raised by employees/workers and Health and Safety representatives. • Foster positive Health and Safety management practices and culture in the workplace. • Ensure that all employees participate in the review of Health and Safety policies, procedures and forms as required. • Communicate Health and Safety information to employees/workers as and when required. • Escalate Health and Safety matters to Senior Management and/or the Board when required. • Ensure that health and safety audits are completed.
<p>Employees/Workers</p> <p><i>An employee in the context of a service means an individual who carries out work in any capacity for a PCBU, e.g. employee, contractor, a person gaining work experience, volunteer worker.</i></p>	<ul style="list-style-type: none"> • Immediately and accurately report all accidents, incidents and hazards. • Assist with the investigation and resolution of any accidents, incidents and hazards. • Carry out their work in a way that reflects safe practice and does not adversely affect their own health and safety or that of others. • Adhere to health and safety policies, plans and procedures; and seek assistance or advice if they are unclear about the safe methods of completing their work. • Participate in health and safety training.



The Association's Online Health and Safety System

The Association uses an online Health and Safety system to manage and centralise Health and Safety functions across all services, including (but not limited to):

- Hazard reporting and Registers for all services
- Accident/Incident reporting, recording and investigation
- Hazard checklists

Board Reporting

At the Association Board meetings, the General Manager will provide a report on the following:

- Accidents, incidents, near misses and occupational illnesses
- Review of any serious harm events, results of investigations and preventative action taken
- New hazards/risks identified, and remedial action taken
- Worker suggestions to improve health and safety in the workplace
- Any health and safety document development, reviews and updates
- Update on health and safety activities.

Information will be automated on the Association's Health and Safety system and tailored reports will be available for Board meetings.

Specialist Advice

The Association will use a range of trained and competent preferred providers to carry out specialist health and safety functions, assessments, and monitoring across its operations (such as first aid training, Health and Safety training), as necessary.

WorkSafe NZ and ACC can be referred to for specialist advice and guidance on health and safety issues.

Signed:

General Manager

Date: 28/9/23

Endorsed by

Signed:

President of the Board

Date:

28/9/23