



Operational Policies

7.09 Discomfort and Pain Policy

Classification: Health and Safety
Applies to: All staff
Approved by: General Manager

Date: August 2022
Review Date: September 2025

Purpose:

- Kaitiaki Kindergartens is committed to proactively managing the risk factors that may contribute to a range of discomfort and pain conditions.

References:

- ACC - Te Kaporeihana Awhina Huna Whara
- Employment NZ
- Privacy Act 2020
- Kaitiaki Kindergarten policy 7.07 Injury, illness and near miss Policy

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
 - Head Teachers and Centre Service Leaders – 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
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Policy

- The association undertakes to ensure that procedures are in place to manage the conditions and risk factors that can cause its employees to experience discomfort or pain.
- It also undertakes to manage any occurrence of discomfort or pain in a timely and efficient manner.

Responsibilities

Senior Management are responsible for:

- Ensuring that discomfort and pain injuries are recorded, investigated and appropriate remedial action taken.
 - Ensuring the work environment of any employee who develops discomfort and pain is monitored and all practicable steps are taken to remedy any deficiencies.
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Kaitiaki Kindergartens

Employees are responsible for:

- Reporting discomfort and pain to their Service Leader and Senior Management as early as possible.
- Taking breaks away from their work environment and practising micro-pauses as appropriate.
- Seeking medical advice if the pain becomes acute.

Procedures

1. If an employee experiences discomfort and pain, they are to advise their service leader or manager as soon as possible.
2. The report is to be recorded in GOSH.
3. If appropriate, a work environment assessment will be arranged.
4. Employees are advised to seek medical advice if the pain becomes acute.

Further Information

ACC have a website called Habit at Work – habitatwork.co.nz. All members of the Association should refer to this website for assistance with managing discomfort and pain.

For further information on setting up computer workstations [refer to the ACC Guidelines for using Computers](#)

Signed:

General Manager

Date:

30 MARCH 2023

Endorsed by

Signed:

President of the Board

Date:

30 March 2023