



Operational Policies

7.10 Employee Participation and H&S Planning, Review and Evaluation Policy

Classification: Health and Safety

Date: May 2022

Applies to: All staff

Review Date: May 2025

Approved by: Board

Purpose:

- The Association has a commitment to engage with their employees around health and safety matters and to also create effective worker participation practices.
- To detail the planning, review and evaluation process of the Health and Safety system for the Association

References:

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

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
 - GOSH – The Association’s online reporting system
 - All teaching and non-teaching staff employed at the service – are referred to as employees
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Policy

a) Employee Participation

- All employees will have the opportunity to raise Health and Safety issues at team meetings and be part of the review of Health and Safety in the workplace.
 - A system will be in place to involve employees with hazard/risk identification, assessment, control, accident and incident investigation, emergency procedures and any other Health and Safety issues.
 - The Service Leader is responsible for ensuring each centre has a Health and Safety representative/ champion for their own service and that the Association is aware of who this representative is.
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Kaitiaki Kindergartens

- An overarching Health and Safety committee will be in place with elected representatives from different kindergartens and early learning centres and will also include Senior Management representatives.
- Expressions of interest for Health and Safety representatives for the Health and Safety committee will be undertaken every two years.

b) Health and Safety Review

The Association, in conjunction with its Health and Safety committee will carry out a review of health and safety management in the workplace. Any actions to be taken as a result of the review are to be approved by the Board.

Functions of Health and Safety Representatives

Health and Safety Representatives are expected to:

- Generally, be the Service Leader of the service, unless notified to the Association that it is another staff member.
- 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.
- Participate in audits, where applicable.

For elected representatives of the Health and Safety Committee;

- To attend regular, at least termly, Health and Safety Committee meetings and contribute to committee activities.
- To follow up on actions from the Health & 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.

Responsibilities

a) Senior Management and service leaders will:

- Ensure Health and Safety is a standing agenda item at team meetings.
- Allow time off for elected Health and Safety representatives of the committee to attend annual approved Health and Safety representative training.
- Communicate any significant issues of interest to the Health and Safety committee members for tabling at the committee meetings.
- Reply to any requests or recommendations by the Health and Safety committee in writing.



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b) The Health and Safety committee will:

- Discuss Health and Safety matters and initiatives raised by employees and Health and Safety representatives.
- Foster positive Health and Safety management practices and culture in the workplace.
- Participate in the review of Health and Safety policies, procedures and forms as required.
- Communicate Health and Safety information to employees as and when required.
- Escalate Health and Safety matters to Senior Management and/or the Board when required.

Reviews

a) Health and Safety Reviews

The Health and Safety Committee will undertake the planning, review and evaluation process of the health and safety system for the Association as follows.

The review will include:

- An annual review of Health and Safety policy and procedures, including the effectiveness of the hazard and risk management system.
- A review of Health and Safety management after a critical event, or if there is a change in work procedures.
- A termly review of workplace accidents, incidents and near misses (at each Health & Safety Committee meeting).
- An annual review of hazards/risks via the Hazard Registers and checklists.

b) Document Reviews

The document review process is as follows:

- Make any other changes as required.
- Send the updated document(s) to relevant Senior Managers and the Health and Safety committee for review and feedback.
- Discuss the document at a Health and Safety committee meeting and record this discussion in the meeting minutes.
- Make any further recommended changes as appropriate, finalise and publish the document.
- Ensure changes are communicated to employees.

Signed:

General Manager

Date:

30 MARCH 2023

Endorsed by

Signed:

President of the Board

Date:

30 March 2023