



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: July 2020

Review Date: July 2022

Health and Safety in the Workplace

Responsible to:	Chief Executive Officer, Senior Teacher
Applies to:	All employees, visitors and volunteers in Whanau Manaaki Kindergartens (WMK).
Purpose:	To ensure the health and safety of employees, visitors and volunteers in Whānau Manaaki Kindergarten workplaces is protected and promoted. For the purposes of this policy, 'health' includes both physical and mental well-being. Accordingly, 'safety' has regard to all the physical, environmental, and emotional/psychological risks which may impact upon that well-being.
Definition:	<ul style="list-style-type: none">•PCBU: Person Conducting Primary Business Unit – has the primary duty of care for health and safety in the organisation•Officer: - board member or senior manager- has a duty of diligence to ensure that the PCBU meets its health and safety obligations•Worker: someone who regularly works for the organisation on ongoing basis and are an integral part of the organisation's operations – has health and safety duties•Others: volunteers who work at the service – have health and safety obligations
References:	<ul style="list-style-type: none">•Health and Safety at Work (2015) Act, Licensing Criteria for Early Childhood•Education and Care Centres (2008)

Policy

1. WMK is committed to ensuring the safety and well-being, as far as is reasonably practicable, of employees, children and visitors in our facilities and when away from them on WMK activities/business.
2. The Governing Board as the PCBU (Person Conducting Business or Undertaking) recognises its primary duty under the law to ensure the health and safety of workers and others affected by the work it carries it out. This will be achieved by ensuring Officers take all reasonable steps to comply with the law in carrying out their duties and responsibilities including:
 - Providing and maintaining a safe physical environment for children and staff and workers
 - Meeting our legal requirements, to ensure the safety of children, employees and visitors

- Uphold our primary duty of care to everyone in the WMK community and exercise due diligence to ensure that Whānau Manaaki meets its health and safety obligations
 - Continuously improving WMK health and safety performance.
3. The following steps will be used to carry out the aims of our health and safety policy:
- WMK has a Health and Safety Committee that assists in the regular review of WMKs health and safety compliance and practices
 - By maintaining processes to identify reasonably foreseeable hazards and eliminate or minimise the effects of these hazards
 - Undertaking risk assessments that identify hazards and the level of risk hazards pose
 - Workers are encouraged to take reasonable care of their own health and safety and that of other people, and comply with any reasonable instructions given to them by WMK management
 - The staff are kept informed of any health and safety monitoring and reviews, and are consulted with regularly on health and safety matters. The staff understand and implement all health and safety procedures and are provided with regular professional development in areas of health and safety.
4. WMK sites will have procedures for health and safety issues, implemented by staff every day including:
- All staff are active in hazard identification and risk management in their workplaces
 - All staff are provided with health and safety induction, training and supervision
 - On health and safety matters, co-operation and co-ordination with contractors working in WMK premises occurs.
5. Each kindergarten has its own procedures that are implemented by staff every day that comply with WMK policies – these include:
- Supervision in kindergartens
 - Sun protection
 - Administering medication
 - Management of Illnesses
 - Visitors to the kindergarten
 - Cyber safety procedures to guide the use of the internet, mobile phones and other ICT devices and equipment
 - Specific planning for excursions using WMK policies and forms which include full risk assessments.
6. Each kindergarten maintains on the online health and safety system:
- Hazard register and any identified hazard is eliminated or minimised
 - An accident register, including first aid records and all accident and near misses
 - Up to date emergency plans and evacuation procedures and records these.

Procedures for managing risk in the work place::

Whānau Manaaki Kindergartens are required to:

- Identify reasonably foreseeable hazards that could give rise to risks to health and safety and record these on GOSH
- Eliminate risks to health and safety so far as is reasonably practicable
- Minimise risk to health and safety so far as is reasonably practicable if it is not possible to eliminate the risks.

A hazard is something that is capable of causing harm. This broad definition is often divided into types of hazard:

- Physical
- Chemical
- Biological
- Psychological

Risk is the likelihood that the hazard will cause harm and what the severity of the potential harm.

Risk assessments identify hazards and the level of risk each hazard poses. This informs decision-making about what needs to be done to eliminate or minimise risks, so far as is reasonably practicable.

Risks must be eliminated. If it is not reasonably practicable to do so, the following guidelines must be followed:

1. Minimise the risks using risk-control measures such as:
 - Replacing the hazard with something that gives rise to a lesser risk
 - Isolating the hazard from any person exposed to it
 - Preventing anyone from coming into contact with the hazard
2. If a risk remains, minimise the remaining risk by implementing administrative controls such as training.
3. If a risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (masks, gloves etc).
4. Hazards are identified by staff as part of their daily activities and by the systematic daily checklist and termly property/hazard checklist.
5. Once a hazard has been identified, the risk is assessed and decisions are made about how to manage the risk, following the hierarchy above. New hazards arise regularly so identification, assessment, reporting, decision making, and implementing control measures form part of employees day to day risks.
6. All hazards whether they have been eliminated or they are permanent must be reported on the GOSH system