



# Learning Matters Health and Safety Policy

## Purpose

Learning Matters is committed to implementing a culture that ensures the health and safety and wellbeing of all workers, students, visitors and contractors in our workplace is paramount.

## Scope

Learning Matters is responsible for ensuring health and safety procedures are developed and implemented, however our workers need to be aware of their responsibilities and comply with our health and safety policy and procedures including contractors, visitors and students. We are all responsible for our health and safety.

## Directives:

Learning Matters is committed to complying with relevant health and safety legislation, regulations, New Zealand standards and approved codes of practice. We will do this by keeping abreast of requirements and changes and committing to a culture of continuous improvement.

To achieve our purpose Learning Matters will, as far as is **reasonably practicable** foster and maintain a safe and healthy workplace by:

- providing a safe physical and emotional learning environment. This includes an environment that is smokefree and has a zero tolerance to bullying
- ensuring health and safety procedures are in place and consultation with all staff occurs
- providing safe working premises whereby there is satisfactory access and ensuring property and equipment is safe to use and students and workers are not exposed to hazards
- ensuring there is a risk analysis management plan in place to identify hazards and eliminate or isolate them to the best of our capability. This includes the risk of illness
- making sure all incidents and near misses are recorded in the appropriate place; investigating these incidents and near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- ensuring health and safety is on the regular agenda at our meetings and is reported on
- providing appropriate induction, training and supervision for all new and existing workers to implement a safety-first culture in our workplace
- helping workers who were injured or ill return to work safely
- making sure contractors and subcontractors working at our workplace operate in a safe manner and in compliance with Learning Matters' health and safety procedures. This includes ensuring all contractors and subcontractors meet our child protection requirements of a Police Vet and safety check in line with the Vulnerable Children's Act 2014.



All staff are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- participating in improving health and safety systems at work.
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the workplace tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise their exposure to workplace hazards.

### **Others in the workplace**

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while on the Learning Matters premises.
- report all injuries, incidents and near misses to their teacher or other staff members
- notify their teacher or other staff members of any illness
- wear protective clothing and equipment as and when required to minimise their exposure to hazards while learning

Students are provided with basic health and safety rules, information and training and are encouraged to engage in positive health and safety practices.

Health and safety is everyone's responsibility.

### **Definitions:**

**Reasonably practical:** what is or was reasonably able to be done at a particular time to ensure health and safety, taking into account and weighing up all relevant matters.

**Workers:** An individual who carries out work in any capacity for Learning Matters including, but not limited to, contractors, subcontractors and volunteers.

**Workplace:** the place where work is being carried out, or is customarily carried out, for Learning Matters (being our Centre's in Te Awamutu, Hamilton, Cambridge, Tauranga, Queenstown and Christchurch) and includes any place where a worker goes (being schools we work in), or is likely to be, while at work.