

# Rangiora High School

## Board of Trustees



## Induction, Training & Information Procedural Policy

### Rationale

The Rangiora High School Board of Trustees is committed to ensuring the health and safety of all workers, students, visitors and contractors by complying with relevant health and safety legislation, regulations, New Zealand standards, and approved codes of practice.

### Purpose

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy workplace.

Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

### Guidelines

#### Workers

##### Induction:

All new workers must have a school induction arranged by the Deputy Principal with responsibility for induction. This will include the identification of:

- risks and hazards within their work area
- appropriate risk control procedures
- the risk register which will be provided to be read and signed by the worker
- relevant school health and safety policy and procedures for reading
- emergency procedures (sight first aid cabinet, fire alarms and firefighting equipment, emergency exits)
- an introduction to the area Health and Safety Representative and those trained in first aid

The Assistant Executive Officer is responsible for ensuring the workers induction checklist is completed and filed.

##### Health and Safety Training:

Compulsory health and safety training for all workers includes:

- fire drills
- computer health and safety
- harassment and bullying prevention
- other training as directed by the Principal and / or Deputy Principal with responsibility, necessary to ensure risks associated with specific work are managed in a safe manner.

### **Optional training available, relevant to specific work areas and/or potential hazards:**

- First Aid (to be approved by DP with responsibility for PLD). All workshop and technical workers should be trained in first aid. Also, coverage can be provided in an area by other full-time workers.
- Back care/manual handling
- CPR
- Defensive Driving
- Hazardous Substances: Workers who handle chemicals must meet the training requirements of the Hazardous Substances and New Organisms Act 1996 (HSNO) and Regulations: this includes chemical safe handling training (2.5 hour course)
- Approved handler training (4 hour ERMA course).

### **Criteria for Health and Safety Trainers**

To ensure our workers and external trainers have appropriate qualifications and experience to teach Health and Safety in their field of expertise. It is the responsibility of the Deputy Principal with responsibility for professional development to check the following:

- Qualifications of the trainer
- Industry Experience
- Current competency and registrations
- Person specifications for the role, as described in the position description/profile and expectations for each worker

### **Monitoring**

- Completion of training is recorded by the Deputy Principal with responsibility for professional development and reported in the BoT Personnel Report
- Deputy Principal with responsibility for professional development monitors renewal/refresher needs for First Aid and Fire Warden training

### **Review and assessment**

The effectiveness of information and training programmes will be assessed at the same time as health and safety components of the Annual Plan. The assessment needs to determine whether:

- Programmes are effective and still appropriate
- Any updates are required
- Further topics should be added

Individual training needs can be reviewed, in consultation with worker, as part of the performance management cycle.

## **Contracted Workers**

### **Induction:**

The Assistant Executive Officer will:

- provide a summary card of evacuation / Health & Safety while on site
- provide health and safety induction, as appropriate, including: hazards and controls within their area and scope of work
- a walk-through of emergency procedures
- relevant school health and safety policies and procedures

**Service, maintenance and construction contractors:**

The Deputy Principal with responsibility for Enriched Environment will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

**Related Policies**

- RHS Health and Safety Policy
- RHS Procedural Policy: Others in the workplace
- RHS Procedural Policy: Worker Participation
- RHS Procedural Policy: Risk management
- RHS Procedural Policy: Personal protective equipment

**Documentation**

- [Health and Safety Practical Guide for Boards of Trustees and School Leaders](#)
- Rangiora High School Staff Handbook

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| <b>Date of Review</b>            | 2018 |
| <b>Date of Next Review</b>       | 2020 |
| <b>Signed by the Board Chair</b> |      |