



Induction, Training and Information Procedure

Purpose

To provide new workers with information and training in health and safety, including their responsibilities and rights to a safe and healthy work place. Health and safety is everybody's responsibility. Effective health and safety management requires the involvement of all school workers.

Induction (*Kerry Mac – Teachers / Business Manager – Non-Teaching or Support Staff / Lorraine Collier – Hostel*)

Workers:

All new workers must have a school induction arranged by their relevant school manager. This will include the identification of:

- risks and hazards within their work area
- appropriate risk control procedures
- the risk register for the workgroup which will be provided to be read and signed by the worker
- relevant school health and safety policy and procedures for reading
- emergency procedures (location of Wai Ora and office for first aid, fire alarms, fire-fighting equipment, emergency exits, evacuation/lockdown procedures and evacuation point)
- an introduction to the area Health and Safety Representative, the Nurses and those trained in first aid

The relevant school manager is responsible for ensuring the workers induction checklist is completed.

Health and Safety Training

Compulsory health and safety training for all workers includes:

- fire/evacuation, earthquake and lockdown drills
- computer health and safety
- harassment and bullying prevention
- other training as directed by the Principal, 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 Principal/Deputy Principal) for all workshop, technical, sports, physical education, outdoor education, EOTC (Education Outside the Classroom) and all high risk activity workers. Also, coverage can be provided in other areas by other full-time workers.
- back care/manual handling

- CPR
- defensive Driving
- Hazardous Substances (ensure Science Department is aware)

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)

Contracted workers *Business Manager – Contracted Workers*

Induction:

The relevant school manager will:

- 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 appropriate school Business Manager will ensure that all health and safety requirements and responsibilities are carried out in accordance with the policy on contractor health and safety.

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 Principal / Deputy Principal 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
- Principal/Deputy Principal monitors completion of training is reported and recorded
- Principal/Deputy Principal monitors renewal/refresher needs for First Aid and Fire Warden/Evacuation 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 workers, when professional development and job training plans are updated.