

Te Rangihakahaka

Centre for Science & Technology

HEALTH AND SAFETY POLICY TIKANGA TOIORA

TE RANGIHAKAHAKA - CENTRE FOR SCIENCE & TECHNOLOGY

Drafted by:	Approved by Board and Whānau on:
Scheduled Review Date:	Version:

PURPOSE | TŪĀPAPA

A safe and healthy environment is essential in ensuring tamariki, whānau and staff are able to learn, develop and work to their potential. Te Rangihakahaka Centre for Science and Technology understands that the wellbeing and safety of our tamariki, whānau, staff and manuhiri is paramount. To this end we have a Health and Safety Policy in place that will guide and assist us in maintaining wellbeing and safety at our Centre.

PRINCIPLES | NGĀ POUTĀUHU

Te Rangihakahaka Centre for Science and Technology is committed to providing and maintaining a safe and healthy environment for all tamariki, whānau, staff, visitors and contractors and to providing the information, training and supervision needed to achieve this.

A safe and healthy environment is one in which;

- tamariki understand the Health and Safety procedures they need to follow if need be
- healthy practices are modelled by staff
- risk of injury and illness is mitigated as much as is reasonably possible
- all incidences, near misses and injuries are recorded in the appropriate place
- emergency plans and procedures are in place
- training is provided to everyone about hazards and risks at the Centre
- all new staff, whānau and manuhiri are provided with appropriate induction
- helping those injured or ill return to work safely

This policy outlines the ways we will ensure the Health and Safety of all those involved in our Centre.

This policy is part of the ***Staff and Volunteer induction programme.***

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PROCEDURES | TĀHUHU – NGĀ POUPOU

TE RANGIHAKAHAKA - CENTRE FOR SCIENCE & TECHNOLOGY

PROCEDURES | TĀHUHU – NGĀ POUPOU

All Staff, Whānau, Volunteers, Board and members of the community that are associated with Te Rangihakahaka Centre for Science and Technology are responsible for being familiar with and abiding by, this policy.

Health and Safety at TRCST means the following;

- being involved in improving health and safety systems at our Centre
- 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, whānau and manuhiri 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 your exposure to workplace hazards.

RESPONSIBILITIES | NGĀ HEKE

The Tumuaki is responsible for;

- modelling positive health and safety practices
- supporting all staff, whānau and manuhiri in modelling positive health and safety practices
- ensuring the Centre complies with relevant health and safety legislation, regulations, New Zealand standards and approved codes of practice.

The Staff are responsible for;

- modelling positive health and safety practices

APPENDICES | KŌWHAIWHAI – TURAPA

Appendix 1 - Emergency Procedures for (TRCST) Turipuku Site

to be completed when TRCST is established on this site

Appendix 2 - Injury or Incident Investigation Form

Injury or incident details:

Date of injury or incident:	Time:	Location:	Date reported:
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Personal details of person involved:

Name:

Address:

Phone number:

Email address:

Injury type: (Circle all applicable injuries)

Strains/sprains	Bruising	Dislocation
Fracture	Scratch/abrasion	Internal
Laceration/cut	Amputation	Foreign body
Burn/scald	Chemical reaction	Stress/fatigue
Other: (please specify)		

Damaged property:

Cause of damage	Nature of damage	Type of damage

The injury:

Describe what happened (space overleaf for diagram – essential for vehicle injuries) and briefly describe injuries.

What were the causes of the injury or incident?

How serious was the injury or incident? (Circle one)

Very serious	Serious	Moderate	Minor	Negligible
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What is the risk of it happening again? (Circle one)

Very likely	Likely	Moderate	Unlikely	Rare
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What action will be taken to prevent a recurrence?

Action:	Actioned:	By Whom:	When:
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Injury treatment:

Treatment type: ie, medical, first aid	Name of person giving first aid:	Doctor or hospital (if required):
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Investigator:	Date:
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WorkSafe NZ advised: Yes No (Circle one)	Date advised:
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Name of person completing this form: _____ Designation: _____

Signature: _____ Dated ____/____/____

MĀRAMATANGA

A tamaiti is better able to learn, be curious and take full advantage of their time at our centre if they feel safe and are aware of what to do if unwell or unsafe. If they are educated on how to keep themselves and their peers safe from harm then they will be better able to achieve.

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