

Health and Safety Policy

Our health and safety policy is in place to promote and encourage safe practices and behaviours at work in order to ensure the safety of, and prevent harm, to you and your colleagues as well as clients and visitors.

This policy is a guide to support the practical application of safe working practices and behaviours in our work environments. It applies to you regardless of whether you are full-time, part-time, contractor, client, student or visitor whilst at one of our offices, sites, or conducting CGA related work at an external location.

Please contact a member of CGA Health and Safety Sub-committee by emailing healthandsaftey@crimsonglobalacademy.school if you have any questions or concerns.

For all health and safety related documents please check out the documents in CGA Campus.

Definitions

- + CGA Site: Any CGA office, including your home when working from home
- + Other work place: Any external location in which CGA related work is conducted.
- + The Act: The Health and Safety at Work Act 2015
- + Risk: Any theoretical threat to your or others' H&S. Under Section 83 of The New Zealand Act, you have the right to refuse any work that poses serious risk to your physical or mental health.
- + Hazard: Any real or potential cause of harm to your or others' physical or mental health. This includes (but is not limited to) fatigue (both physical and mental), harmful and continuous unempathetic behaviour, and physical hazards that could cause harm such as broken chairs or slippery stairways.
- + Significant Hazard: An actual or potential source of Serious Harm, including harm that is not detectable until a significant period of time has passed or whose severity is dependent on frequency and extent of exposure.
- + Harm: Explicitly includes both mental and physical injury and illness caused by work related hazards and stress.
- + Serious Harm: Harm that results in the hospitalisation of the individual within 7 days of the harm's occurrence.

Visitors Procedure

The CGA office is client facing, and as such will receive visitors, students, clients and potential clients. When you have visitors in the office please

ensure you meet them at the reception and that they are signed in. You are responsible for your own visitors' safety for the duration of their visit. Visitors are not permitted to wander freely and must sign out upon departure.

Health and Safety Sub-committee

The Board of Governors has established CGA Health and Safety Sub-committee which acts as a voice and channel of communication for the whole team to foster a healthy and safe working environment. Our Health and Safety Sub-committee meetings occur as required and are designed as a platform for you to voice concerns, questions, ideas and initiatives. These can be sent to your line manager or to healthandsafety@crimsonglobalacademy.school to be discussed at the upcoming meeting. One Director of the Board, the CEO, the Executive Principal, the Principal and the Administration Manager are assigned to the Sub-committee.

CGA Health and Safety Sub-committee and/or its members have a meeting with the Health and Safety officer of Crimson Education as required.

Workplace Hazard Management

If you identify any actual or potential hazards in the workplace it is important for you to notify your line manager or H&S Sub-committee members, as well as complete a Hazard Report Form, so these hazards can be recorded, controlled, managed as appropriate. Our hazard register and hazard report forms can be found in CGA Campus.

Hazard Management Process



Hazard Identification:

- + Is to be carried out in all new workplace environments, processes and equipment relevant to CGA staff, contractors, clients and visitors.

- + Is to be carried about whenever an accident, injury or near miss occurs or when a potential cause of accident, injury or near miss is identified.
- + Covers all hazards that may affect CGA employees, contractors, clients, and visitors whilst in a CGA work environment or carrying out CGA related tasks.

Hazard assessment:

- + Hazards are to be assessed in terms of seriousness of potential injury or illness, the frequency you may be exposed to the hazard and the likelihood of an accident or incident occurring due to the hazard.

Controlling Hazards

All hazards must be:

- + Eliminated - removing the hazard from the environment.
- + Isolated - when unable to remove completely, remove from harm's way by moving it away from areas of risk.
- + Minimised or Monitored - when isolation and elimination is not possible, we must monitor the hazard, so it doesn't do harm or minimise the hazard, so it is less likely to do harm. This can be done by informing others of the hazard and training them in how to prevent it from causing harm.

Where hazards are minimised and monitored, the frequency of the actions of control must be recorded in the hazard register to ensure consistent and regular monitoring.

- + Recorded - the hazard will be recorded in the hazard register in detail, including descriptions of the identification, assessing and controlling processes.

We are all responsible for ensuring the hazard register is updated upon the identification of new hazards. The Health and Safety Sub-committee is responsible for updating the hazard register in regard to controlling hazards.

Note: In order for accurate and efficient controlling and recording of hazards, actions must be assigned to a specific person to ensure timely completion. All actions should have a deadline and be dated in the hazard register. All new hazards will be addressed in the Health and Safety Sub-committee meetings.

The Board of Governors will have conjoined responsibility with the Health and Safety Sub-committee to:

- + review and update hazard register where necessary.
- + communicate changes to employees via email.
- + ensure consistent and appropriate methods of hazard control.
- + review proposed changes to work environments, equipment and processes to address new potential hazards.

Our hazard register is located in the CGA Campus.

Incident and Accident Management

As part of our H&S policy, all accidents, incidents and near misses are required to be recorded and reported using the Incident Report Form. This can be found in the CGA Campus.

An accident or a near miss is an event in which a person was harmed or nearly harmed.

When an accident occurs:

- + ensure the injured person is receiving the required attention based on the severity of the injury. e.g. themselves, colleague, first aider or ambulance.
- + inform your line manager. They will work with you to record the accident in the Incident Report Form if you have not already done so.

When a serious harm accident occurs:

- + Do not move the injured person.
- + Seek immediate medical assistance.
- + Immediately inform your line manager or a member of the Health & Safety Sub-committee.
- + Leave the scene undisturbed as WorkSafe NZ officials will be required to examine, unless the person's life is at risk, it poses an immediate risk to other individuals and property or it is needed to maintain access to essential areas.
- + Inform WorkSafe NZ as soon as possible and send a completed Accident Report Form within 7 days of the incident.
- + Take immediate steps to eliminate, isolate or maintain the hazard.

Science Laboratories

- + Follow all procedures to minimise risk of physical and chemical injuries, including electrical, sound, corrosive and toxic substances, lasers, sharp objects and carcinogens.
- + Personal Protective Equipment -CGA provides you and students with personal protective equipment (“PPE”) appropriate to the tasks you undertake, including running a science laboratory class and conducting an EOTC activity. Please wear and/or use PPE properly and ensure that students wear and/or use it properly as well. Please care for, clean, maintain and inspect PPE. If you find the need to repair or replace PPE, please inform your line manager.
- + You may not wear a necktie in the laboratory.

Rehabilitation and Early Return to Work

We will endeavour to support all our employees to safely return to work after an illness or injury. This includes assisting rehabilitation and amending work functions such as hours and tasks to assist in their safe early return to work. Where a work-related injury results in a visit to a doctor or other healing institute, an ACC claim form must be completed and provided to your line manager.

The People Team will be involved with your rehabilitation and early return to work alongside your line manager to ensure the most effective plan is put in place for you. It’s important that you actively participate in this process to ensure a successful outcome.

Workplace Bullying and Harassment

We have a strict no tolerance policy to workplace bullying and harassment. CGA aims to have a culture of respect and professional behaviour and this is required from all employees, contractors, clients and visitors.

Workplace bullying and harassment has huge impacts on individuals' mental, emotional and physical health and it can have large impacts on CGA's productivity. If you feel you are a victim of workplace bullying, or know someone who is, please speak to your manager immediately.

We have our ‘Concerns and Complaints Policy’ which outlines how we deal with these issues. Please read that so you are familiar with it. The policy can be found in our CGA Campus.

If you do not feel comfortable raising it with your line manager, please contact a member of the Senior Management Team as soon as possible.

Remote Working

If you are working remotely on a consistent basis, because CGA has not yet established an office in your region, or you have arranged this with your line manager, you should have:

- + A good setup at home to minimise ergonomic issues i.e. desk, chair, monitor, mouse, etc
- + An effective means of getting help quickly in an emergency.
- + Regular contact with your line manager, team or another person

If you are needing to work after hours or over the weekend or public holidays, put steps in place to ensure you are safe and have eliminated risks as much as possible.

- + Ensure your line manager knows you are going to be on site.
- + Let them know how long you are going to be at work.
- + Have your phone by you at all times (ensure it is charged).

Smoke/Vaporiser Free Environment

We are a smoke-free environment on all of our premises and therefore, have a strict no smoking policy in place and this is to be followed at all times by all employees, contractors and visitors in and around CGA premises.

When you are with students outside the CGA premises for a school activity such as an EOTC activity or science laboratory class, smoking is not permitted. Students are not permitted to smoke either while participating in these activities.

Alcohol and Drugs

Alcohol and drugs may impair your ability to work professionally and effectively and with respect to the people and environment around you. As such, turning up to work under the influence of drugs or alcohol will not be tolerated.

If you require prescription drugs, please talk to your doctor or pharmacist to determine if they will affect your ability to carry out your work. In the case where it may negatively affect your work performance please talk to your line manager and provide them with the necessary information, so they can make temporary adjustments to your work schedule and requirements as appropriate.

Substance abuse is a dangerous but treatable affliction. Where a team member suffers from substance abuse, we will provide referral advice and support where possible. However, the sale, distribution or possession of alcohol, drugs or controlled substances during work hours, whilst representing CGA or on CGA premises will be dealt with seriously and may result in disciplinary action.

Sun protection

When you run an outdoor activity such as an EOTC activity or an extracurricular activity (e.g. camps, excursions, sporting events), please ensure that students are protected from ultraviolet radiation by using a combination of sun protection measures (e.g. hat, sun protective clothing, shades, sunscreen).

Environmental Sustainability

In order to provide a sustainable environment for future generations, we are committed to performing environmentally friendly efforts where possible. The CGA office is expected to reduce waste where possible, recycle and minimise any pollutants. It is your responsibility as an individual to ensure you are doing what you can to protect and care for the environment.

Emergency Procedures

Event	Emergency Response Procedure
Fire	<ul style="list-style-type: none"> + Immediately raise the alarm by shouting fire, blowing a whistle or starting the fire alarm. + Call the fire service on the emergency services line. + NZ 111 + If safe to do so, close down equipment and machinery. + Chief Fire Warden begins floor evacuation to ensure the building is empty and all office doors are closed as evacuation occurs. + Follow instructions of fire wardens. + Meet in teams at designated evacuation point. + Do not use the lifts. + Do not re-enter the building until told it is safe to do so. + Do not stop to gather up possessions.

Earthquake	<ul style="list-style-type: none"> + Stay inside. Move to a safe place away from falling objects e.g. door frame, under desk. + Expect aftershocks. + Help those that are injured. + Turn off gas and electricity if there is possible damage to these systems. + Check for and manage small fires, evacuate and call emergency services if large ones. + Listen to radio for civil defence information.
Cyclone/ Flood	<ul style="list-style-type: none"> + Stay indoors. + Tape all windows to prevent flying glass and close all the curtains and blinds. + Shelter in the strongest part of the building, moving equipment and furniture away from the exposed side. If the roof starts to lift, open windows slightly on the non-exposed side to counteract.

AED and First Aid Kit

- + AED is on Level 3 inside Kami office
- + First Aid Kit is in the kitchen cupboard under the sink

Planning, Reviewing and Evaluating Health and Safety

Our health and safety policy will be reviewed as required in the first year (i.e. 2020), and then annually to ensure it is up to date and compliant with new laws and regulations and fosters a constantly improving working environment for employees.

If significant law changes occur regarding workplace health and safety, this policy will be updated immediately.

Additional reviews of our H&S policy may also occur in the wake of a serious event such as a serious injury, or emergency evacuation. This may include:

- + ensuring current policies and procedures are extensive and relevant.
- + ensuring all our team members are fully trained in what to do in an emergency and understand their responsibilities in creating a healthy and safe working environment.

Fire Extinguishers & Hose Reels	Checked every 12 months
Evacuation Alarms	Checked every 6 months
First Aid Kit	Checked / restocked every 3 months
Fire Evacuation Procedure	Evacuation drill every 6 months

Questions

If you have any questions regarding this policy please contact your Health & Safety representative, email healthandsafety@crimsonglobalacademy.school.