

HEALTH AND SAFETY AT WORK ACT 2015

INFORMATION FOR THE EDUCATION SECTOR | AUGUST 2016

TOPIC 10

Professional Development

THE HEALTH AND SAFETY AT WORK ACT CAME INTO EFFECT ON 4 APRIL 2016. IT MAKES THE HEALTH AND SAFETY OF WORKERS AND WORKPLACES A PRIORITY.

This series of guides provides general information for the Education sector about the different elements of an effective health and safety system.

In these guides, “Boards/ECEs” refers to school Boards of Trustees, early childhood education (ECE) services and kōhanga reo as entities that meet the definition of Person Conducting a Business or Undertaking (PCBU) under the Act.

These guides draw on information published by WorkSafe New Zealand and the Ministry of Business, Innovation and Employment. To keep fully informed about your health and safety obligations, visit WorkSafe’s website: <http://www.business.govt.nz/worksafe/hswa>

This guide sets out the duties and obligations of the Board/ECE in relation to health and safety training for workers. It also covers what health and safety training should be provided.

What are the Board’s/ECE’s duties in relation to provision of health and safety training for workers?

The Board/ECE (as the PCBU) must ensure, so far as is reasonably practicable, that it provides any information, training, instruction or supervision needed to protect all persons from risks to their health and safety arising from work carried out at the school or ECE service.

Boards/ECEs must also ensure workers are adequately trained in the safe use of all plant, objects, substances, and equipment including personal protective equipment.

What are the benefits of health and safety training?

Health and safety training provides significant benefits to both the Board/ECE and the workers as shown in the following table:

For the Board/ECE	For the worker
<ul style="list-style-type: none"> » Improved health of workers » Reduced workplace accidents » Reduced sick leave » More engaged workers » Increased worker performance » Reduced absenteeism » Better staff retention » Lower injury, illness and sick pay costs 	<ul style="list-style-type: none"> » A safe and healthy work environment » Reduced likelihood of accidents or injuries in the workplace » Improved health » Improved morale » Increased job satisfaction » Improved sense of wellbeing

Health and safety training assists workers to operate in the workplace in a healthy and safe manner

What should health and safety training for workers cover?

Health and safety training must ensure workers can operate in the workplace in a safe manner. It should include:

- » the health and safety responsibilities of the Board/ECE and workers
- » risk identification and management
- » incident recording and reporting, including near hits and misses
- » safe work procedures
- » safe use of all plant and equipment relevant to the worker's duties
- » safe use, storage and maintenance of personal protective equipment
- » safe use and storage of hazardous substances
- » role-specific training for those with health and safety responsibilities in the workplace, e.g. HSRs
- » induction training covering health and safety (see below)
- » emergency procedures, including evacuation procedures and use of emergency equipment

What should induction training cover?

Induction training for new workers should :

include a **full health and safety briefing** on workplace hazards and safe working methods

- » identify and explain **hazards** they will be exposed to in the workplace as well as hazards they may create as they work
- » explain the person's **health and safety responsibilities** and any reporting requirements for incidents and accidents
- » introduce **the Health and Safety Representative, fire warden, and first aider**, and explain any emergency and evacuation plans
- » show the **location** of first aid kits, Civil Defence kits, phones, fire extinguishers, fire alarms, emergency exits, emergency meeting points, etc
- » explain any **compulsory personal protective equipment** and safety gear, and why it must be used

What should emergency procedure training cover?

Training in emergency procedures should include:

- » types of emergencies that may occur, including fire, medical emergency, natural disasters (e.g. flooding, earthquakes), hazardous substances, violent confrontations or threats, and explosions (e.g. boilers, gas bottles)
- » evacuation procedures, including emergency exits and assembly areas
- » location of emergency equipment, e.g. fire extinguishers
- » procedures for notification of emergency services at the earliest opportunity
- » first aid arrangements and the location of the first aid kit
- » how to safely shut down machinery, plant or equipment