



## Health and Safety Duty Holders in Kindergartens

The table below will help you to identify which positions at your kindergarten will have duties under the Health and Safety at Work Act 2015 (the Act).

Please note that the information provided is indicative only, because the organisational structures of kindergartens can vary. You will need to determine what is correct for your specific kindergarten.

In the accompanying table titled 'Health and Safety in Early Childhood Education', next to each health and safety duty holder you can write in the relevant position(s) at your kindergarten in the 'ECE Position(s) column', and read about their responsibilities under the Act.

Duty Holder	Possible Kindergarten Positions
Person Conducting a Business or Undertaking (PCBU)	The Kindergarten (as an entity) The Regional Kindergarten Association
Officer	General Manager CEO Operations Manager Individual board member Kindergarten Manager, if they are on the governance board or exercise significant influence over the management of the kindergarten
Worker	Manager Head teacher Teaching staff Teacher aide Reliever Administrator Person on work experience Trainee Volunteer worker Contractor, subcontractor and their employees

### You can find more information about the Health and Safety at Work Act at:

Ministry for Business, Innovation and Employment: <http://www.mbie.govt.nz/info-services/employment-skills/workplace-health-and-safety-reform>

WorkSafe New Zealand: <http://www.business.govt.nz/worksafe/about/reform>

For an education perspective, including factsheets and guidance:

Visit <http://www.education.govt.nz/ministry-of-education/specific-initiatives/health-and-safety/>

Email your questions to: [healthandsafety.info@education.govt.nz](mailto:healthandsafety.info@education.govt.nz)

