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Version	Effective Date	Created/Reviewed by	Reason for review/Comment
V1.0	19 Sep 2011	Managing Director	
V2.0	Oct 2019	Managing Director	Update to match Health and Safety at Work Act 2015

5.1 PURPOSE

To ensure the health and safety of staff and students by developing, promoting and applying good health and safety procedures and practices.

5.2 POLICY

Future Skills will provide and promote excellence in health and safety for all workers and students.

Future Skills considers that health and safety encompasses both the physical and emotional / psychological health and safety of students and workers.

Future Skills considers that best practice includes workers being actively involved and contributing towards the enhancement of health and safety practices within the company.

Future Skills will comply with the Health and Safety at Work Act 2015.

Future Skills has a responsibility to ensure the health and safety of those working and studying in or visiting the workplaces controlled by the company.

To achieve this Future Skills will:

- systematically identify health and safety risks, systematically manage risks as far as is reasonably practicable. This includes risks to both physical and mental health.
- systematically review risks
- provide suitable protective clothing and equipment to workers and students if required
- provide safety information to workers, students and visitors to their premises.
- provide training or supervision so that work and all activities are done safely
- monitor the health and well-being of workers and students to ensure that their work/study is not having a detrimental effect on their health and well-being
- provide opportunities for workers and students to participate in all of the above.

5.3 PROCEDURES

5.3.1 FIRE SAFETY

The Managing Director appoints Emergency Wardens and a Head Emergency Warden for each building. The Managing Director ensures that each Emergency Warden and Head

Emergency Warden receives the following training and that their responsibilities are made clear to them in writing.

- The managing of escape routes
- The location and operation of all fire-fighting equipment
- Evacuation procedures

All tutors/lecturers at Future Skills are Emergency Wardens.

The Executive Assistant is to ensure that Notices are displayed in each building explaining the procedures for evacuation and the exit routes to be followed in an evacuation.

The Head Emergency Warden will ensure that a trial evacuation is conducted in conjunction with a formal evacuation brief to staff and students at the beginning of each academic year and at least twice per year during term time. The briefing will include the identification of Evacuation Assembly Points. A record of each trial evacuation is to be kept by the Head Emergency Warden.

Emergency Wardens are to ensure that means of escape are monitored and that the following are adhered to:

- Escape routes are always kept clear of obstacles.
- Exit doors are not locked, barred, or blocked to prevent occupants from leaving the building at any time.
- Smoke control and fire stop doors are kept closed and not “choked” open. Use of “hold open” devices that comply with the Building Code are permitted.
- Stairways and passageways which are designed specifically for means of escape for evacuation are not used as places of storage or places where refuse is allowed to accumulate.
- Flammable liquids or materials are not stored near or within any part of the building used as a means of escape.
- Notices remain visible which identify nearest Evacuation Assembly Points

Head Emergency Wardens are required to identify persons with disabilities (who may require assistance during an evacuation) who are regular users of the buildings (whether as a place of work, study, recreation, residence or otherwise) and ensure that the Assistance Register is kept up to date.

An Assistance Register is to be:

- regularly updated by the Head Emergency Warden
- located at Reception
- accessible to Emergency Wardens and Disaster Services

Emergency Wardens are to ensure that persons are identified to assist disabled students in the event of an evacuation and that their names are on the Assistance Register.

The Assistance Register must include names of persons with disabilities who are visitors to the premises.

The prime concern of Emergency Wardens is the safe evacuation of all staff and students. On hearing an alarm, Emergency Wardens will:

- Initiate evacuation
- Ensure the Fire Service has been notified
- Ensure that all areas of the building are evacuated
- Ensure all smoke stop doors on route of exit are closed
- Proceed to the assembly area and physically check for the personnel that they are responsible for
- Advise the Head Emergency Warden and/or Fire Service, on arrival, of the evacuation status, including the location of any disabled person within the building.
- Give the “ALL CLEAR” when confident that the building is safe for re-entering

Student Responsibilities in the Event of an Evacuation

- Inform a tutor or raise the fire alarm immediately in the event of a fire and/or an emergency event.
- Evacuate immediately by the nearest escape route. Move quickly but do not run.
- Go to the designated assembly area and report to the Warden.
- Not return to the building until the Warden has given the “ALL CLEAR “.

5.3.2 RISK AND HAZARD IDENTIFICATION AND REVIEW

The systematic identification of hazards is designed to enable potential risks to be eliminated or minimised in accordance with the Health and Safety at Work Act.

Tutors are responsible for ensuring that current Hazard Identification Records are available to students in the classroom.

HAZARD IDENTIFICATION RECORD			Updated: (Sample)
Area/activity	Item	Hazard	How hazard is eliminated or minimized
Carpentry workshop	Hand tools	Slippage causing injury	Training and supervision. Cutting tools locked when tutor is absent.

This Hazard Identification Record is valid for 6 months from date of issue

Prior to any student undertaking work experience or an off-site practicum, the supervising tutor must conduct a risk assessment of the work place. Refer to the Delivery of Programmes section of the QMS for more details.

5.3.3 REVIEW

The Managing Director ensures that a review of the workplace and all planned activities occurs every six months to identify all potential risks to workplace health and safety and to ensure the Hazard Identification Record is both current and comprehensive.

The Managing Director will also ensure a review to identify hazards is undertaken:

- if requested by any member of staff,
- following any accident or incident
- prior to any new course being delivered and at each course review

- prior to any new off-site activity occurring.

The review is conducted using the Work Area Inspection forms on a quarterly basis, hazards identified are then recorded on Enable HR and managed accordingly. Enable HR allows reporting of Hazards as needed.

5.3.4 RISK AND HAZARD MANAGEMENT

The Managing Director delegates authorities to ensure that risks are managed in accordance with the Hazard Identification Record. This includes ensuring that:

- staff and students are trained,
- codes of practice are available for staff and students,
- safety information is provided to staff and students,
- protective clothing and equipment are utilised when required.
- staff are encouraged to participate in improving health and safety, and
- all equipment and premises are maintained in a manner to minimize or eliminate risks.

5.3.5 STAFF INDUCTION

The Executive Assistant ensures that all new staff complete an induction process which includes Health and Safety induction. This will include an on-line health and safety module. Normally induction will be undertaken by the Manager responsible. A record of this induction is kept in the Human Resources file of each staff member.

5.3.6 STUDENT INDUCTION

The tutor is responsible for the health and safety induction of students on commencement of their study. A record of this induction is kept on the student's file. The induction includes ensuring that the student has been given a copy of the Student Handbook.

5.3.7 HAZARDOUS SUBSTANCES

Where students will be working with hazardous substances:

Prior to handling, the tutor will instruct and train students on the safe handling and storage of hazardous substances and on the wearing of protective clothing when handling hazardous substances. A record of this training will be noted on the student's file.

The tutor will ensure that the student demonstrates competency on the safe handling of a hazardous substance before handling any hazardous substance unsupervised.

Any accident or incident that could be a result of handling any hazardous substance is to be reported immediately to the Managing Director and recorded in the EnableHR Accident/Incident Register.

5.3.8 SAFE USE OF EQUIPMENT

Equipment may include any one of the following:

- Fuel Powered Vehicles
- Racking and Shelving

- Hand and Electrically operated tools
- Electrically Powered Machinery
- Office Equipment

Tutors must ensure that all equipment relevant to their course is well maintained and operational. All electrical equipment utilised within the workshop must be tagged and tested according to the internal Test and Tagging Guideline, found in the All Staff SharePoint folder: Futureskills Academy\Future Skills Academy All Staff - Documents\H&S Committee\Guidelines and Procedures

If a tutor or any other staff member identifies that any equipment is unsafe, they are to remove the equipment from the work / teaching area or cordon off any equipment that is not able to be removed. The staff member must also notify the Training Manager or Managing Director immediately of any equipment safety concerns. This may be done verbally but must also be documented and sent by email or otherwise to the Training Manager or Managing Director.

Tutors will train and instruct students in the safe use of equipment and the correct use of protective equipment and protective clothing necessary to their course.

Tutors will directly supervise all students who are being trained in the safe operation of equipment, tools and machinery.

Tutors must ensure that a student has demonstrated that they are able to safely and competently operate any equipment before being allowed to operate such equipment unsupervised.

Any accident/incident resulting from the use of any equipment is to be reported to the Managing Director and recorded in the EnableHR Accident/Incident Register.

5.3.9 FIRST AID

The Executive Assistant (EA) keeps a record of current first-aid personnel and the date certificates were gained. The EA is responsible for ensuring that all notice boards have a current list of first aiders. The EA will remind First-aid personnel when their re-training updates are due.

5.3.10 MANAGEMENT OF INTER-PERSONAL SAFETY FOR STUDENTS AND STAFF

Student Welfare and Support Systems document of the Quality Manual details those processes that relate to managing the inter-personal safety of students.

In designing new courses (refer to Development of Programmes section of the QMS), and, or prior to delivering training to a new target group, a risk assessment is completed by either the Quality Manager or the Academic Manager. The risk assessment will identify any potential risks and strategies to manage those risks. This will be documented in a Hazard Identification Record on EnableHR.

The Staff Code of Conduct is the framework that manages the inter-personal safety of workers. This document, which is part of the Employment Agreement, is reviewed and approved by the Managing Director. Should any disciplinary processes arise, the Managing Director will ensure Future Skills acts in good faith and follows due process.

5.3.11 STAFF INVOLVEMENT

Any member of staff may raise a concern of health and safety or present an initiative to improve health and safety to the Management Team. Any member of staff may place a health and safety item on the staff meeting agenda.

5.3.12 CONTRACTORS

The Executive Assistant ensures that all contractors complete and sign the Contractor's Health and Safety Notification Form and advises Future Skills of any risks they may introduce to the workplace and in conjunction with the Executive Assistant and/or Building Maintenance and Groundsman will manage them accordingly. A signed copy of this form is uploaded to the Hazard Register on EnableHR.

5.3.13 ACCIDENTS AND INCIDENTS

Any accident or near miss incident occurring within the premises or during an off-site activity is to be recorded on EnableHR by a member of staff. If no member of staff was present, then the student should report it to a tutor or reception.

The Managing Director is to be advised that an accident form has been completed so that he may determine what further review or changes to health and safety should be undertaken. All completed forms are maintained in EnableHR and a summary of accidents and incidents is provided at the regular health and safety meeting. Any health or safety problem, regardless of how serious or minor, should be recorded. This information provides the basis for developing plans or actions to avoid future harm.

5.3.14 NOTIFIABLE EVENT

A notifiable event is any of the following events that arise from work:

- a death
- a notifiable illness or injury or
- a notifiable incident.

In the case of a notifiable event, the Managing Director will notify WorkSafe NZ by telephone as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred (e-mail or fax may be utilised for less serious events).

Staff should not interfere with the scene – except to prevent further injury to persons or damage to property – until an Inspector has been contacted and determined the appropriate action. Where the police are on the scene to investigate, staff should also follow their instructions.

“Notifiable Event” refers to either an accident or an illness that arises from work-related activity that causes permanent or temporary severe loss of bodily functions.

Examples include:

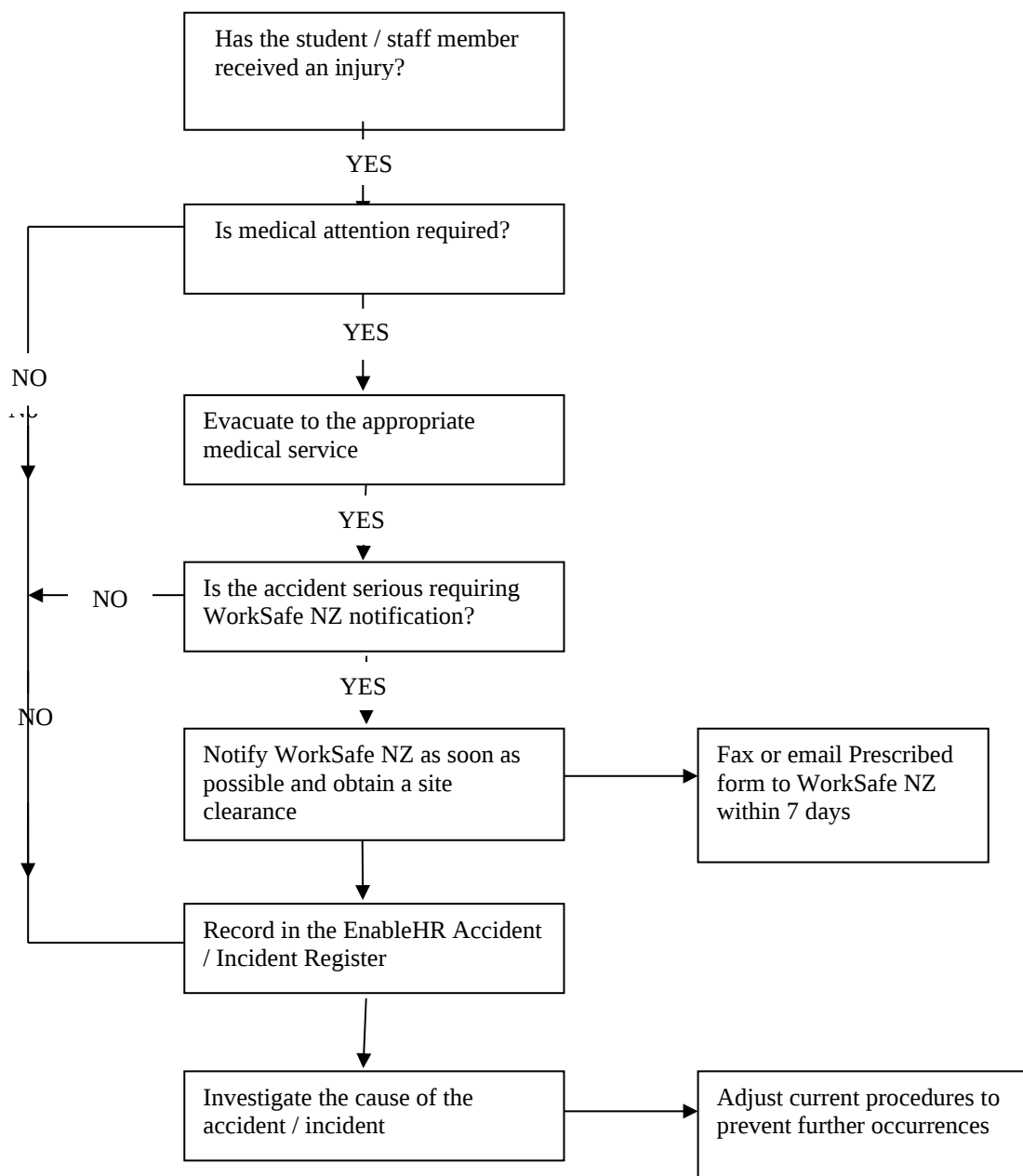
- amputations
- burns requiring specialist attention
- loss of consciousness for any reason
- damage to hearing or eyesight
- poisoning
- respiratory disease or cancer arising from the work environment.

Any accident or illness that causes a person to be hospitalised for a period of 48 hours over the following week is also considered a notifiable event and should be reported to WorkSafe NZ using the Notification Form that can be downloaded from the WorkSafe NZ website link below.

<https://worksafe.govt.nz/notify-worksafe/>

Ensure that any remedial action is taken as soon as possible and that additional steps are included in the hazard management process.

Accident and Incident Procedural Flowchart



5.3.15 RELATED RECORDS

Records detailing evidence for this section may, but not necessarily, include:

- Hazard Identification Records
- Review of Hazard Identification records
- Accident Investigation Forms and reports
- Student Induction records
- Staff Induction records
- Contractor's Health and Safety Notification Form
- Assistance Register (for evacuations)
- Trail Evacuation Record