



The Catlins Area School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button.

About the review process

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Worker Engagement, Participation, and Representation

All The Catlins Area School workers are responsible for health and safety. We encourage engagement and participation in our health and safety practices.

The board engages workers by:

- sharing health and safety information
- giving opportunities to share views and to raise health and safety issues
- including them in decision-making.

We have a delegated person responsible for health and safety, who monitors and reviews the school's health and safety compliance and:

- responds to worker health and safety concerns
- conducts an internal audit each year
- reviews safe practices in using school buildings, plant, operation, EOTC, and emergency procedures, and reports on this to the board once each term.

Their role involves:

- supporting worker engagement and participation in health and safety
- raising and investigating general and specific concerns and complaints
- monitoring the health and safety measures taken by the board and giving the board feedback about compliance and hazards
- making recommendations to the board
- looking after the interests of workers who have been harmed at work.

The delegated person ensures that all workers have the opportunity to engage in improving work health and safety. This is done by discussing health and safety regularly at team meetings and encouraging feedback between workers and board members on health and safety issues, and keeping a record of communications and recommendations.

Workers also participate in health and safety through reporting hazards under **Risk Management**.

Refusing unsafe work

The Catlins Area School recognises that a worker may also refuse or cease work if they believe that it would expose them or any other person to a serious risk or hazard. The worker advises the principal of this decision and they work together towards a resolution. If the matter cannot




be resolved, the worker can continue to refuse to do the task on reasonable grounds. The principal contacts WorkSafe for advice on any issues that cannot be resolved.

The principal assures the board that the school safety management system aligns with board duties under the Health and Safety at Work Act 2015, including ensuring the safety of workers, providing a safe environment for workers and other people at the school, and minimising risks to health and safety. The principal assures the board that workers have had the opportunity to participate in improving workplace health and safety. See [Review Schedule and Board Assurances](#).

Legislation

- Health and Safety at Work Act 2015

Resources

- Ministry of Education | Te Tāhuhu o te Mātauranga: [Worker participation](#) 
- Ministry of Education | Te Tāhuhu o te Mātauranga: [Health and Safety at Work Act 2015: A practical guide for boards of trustees and school leaders](#) 
- WorkSafe | Mahi Haumarū Aotearoa: [Worker engagement, participation, and representation](#) 

Release history: Term 1 2024, Term 2 2022

IN THIS SECTION

Elected Health and Safety Representative

Last review	Term 1 2022
Topic type	Core