

Health & Safety Policy

PURPOSE:

The purpose of this Health & Safety Policy is to provide you with a safe, healthy, and fit-for-purpose environment.

SCOPE:

The scope of this Health & Safety Policy includes:

- Board (Person Conducting a Business or Undertaking - PCBU) with primary duty to ensure the H&S for workers and others so far as reasonably practicable
- Chief Executive Officer (Officer under the Act)/General Manager
- Senior Management Team (Officers under the Act)
- H&S Management Committee
- All staff - permanent, fixed term and relieving
- Tamariki
- Whānau
- Volunteers
- Contractors
- Visitors

REQUIRED PROCEDURES (what actually happens):

Adult & Child Incident Procedure – HK

Animal Procedure – HK

Alcohol, Drugs & Substance Abuse Procedure – HK

[Child Protection – Vulnerable Children Procedure – NZK Procedure](#)

Emergency & Evacuation Procedure – HK

Excursion Procedure – HK

First Aid Procedure – HK

Hygienic Laundry Procedure – HK

Infectious Illness – HK

Lunchbox Guidelines – HK

Medication Procedure – HK

Nappy Procedure – HK

Nutrition & Food Safety Procedure – HK

Parenting and Guardianship Rights Procedure – HK

Police Vetting Procedure – HK

Risk Management Procedure – HK

Sleep Procedure – HK

Smoke & Vape Free Procedure – HK

Sun safe Procedure – HK

Traumatic Incident – HK

Worker Engagement & Participation Procedure – HK

LEGISLATIVE REQUIREMENTS:

Act	Weblink
Accident Compensation Act 2001	https://www.legislation.govt.nz/act/public/2001/0049/latest/DLM99494.html
Animal Welfare Act 1999	https://www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664.html
Building Act 2005	https://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html
Children's Act 2014	https://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html
Covid-19 Public Health Response Act 2020	https://www.legislation.govt.nz/act/public/2020/0012/latest/LMS344134.html
Education & Training Act 2020	https://www.legislation.govt.nz/act/public/2020/0038/latest/LMS170676.html
Employment Relations Act 2000	https://www.legislation.govt.nz/act/public/2000/0024/latest/whole.html
Family Violence Act 2018	https://www.legislation.govt.nz/act/public/2018/0046/latest/whole.html
Food Act 2014	https://www.legislation.govt.nz/act/public/2014/0032/latest/whole.html
Harmful Digital Communications Act 2015	https://www.legislation.govt.nz/act/public/2015/0063/latest/whole.html
Health & Safety at Work Act 2015	https://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html
Human Rights Act 1993	https://www.legislation.govt.nz/act/public/1993/0082/latest/DLM304212.html
Mental Health & Wellbeing Commission Act 2020	https://www.legislation.govt.nz/act/public/2020/0032/latest/whole.html
New Zealand Public Health & Disability Act 2000	https://www.legislation.govt.nz/act/public/2000/0091/latest/DLM80051.html
Local Government Act 2002	https://www.legislation.govt.nz/act/public/2002/0084/latest/whole.html
Oranga Tamariki Act	https://www.legislation.govt.nz/act/public/1989/0024/latest/whole.html
Privacy Act 2020	https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23223.html
Protected Disclosures Act 2000	https://www.legislation.govt.nz/act/public/2000/0007/latest/DLM53466.html
Resource Management Act	https://www.legislation.govt.nz/act/public/1991/0069/latest/DLM230265.html
Sale & Supply of Alcohol Act 2012	https://www.legislation.govt.nz/act/public/2012/0120/latest/DLM3339333.html

Smoke-free Environments & Regulated Products (Vaping) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0062/latest/LMS313857.html
Smoke-free Environments (Prohibiting Smoking in Motor Vehicles Carrying Children) Amendment Act 2020	https://www.legislation.govt.nz/act/public/2020/0019/latest/LMS211282.html
Treaty of Waitangi Act 1975	https://www.legislation.govt.nz/act/public/1975/0114/latest/whole.html
Victims' Rights Act 2002	https://www.legislation.govt.nz/act/public/2002/0039/latest/DLM157813.html

REGULATORY REQUIREMENTS:

Regulations	Weblink
Early Childhood Regulations	https://www.legislation.govt.nz/regulation/public/2008/0204/latest/DLM1412501.html
Fire & Emergency New Zealand (Fire Safety, Evacuation Procedures & Evacuation Schemes) Regulations 2018	https://www.legislation.govt.nz/regulation/public/2018/0096/latest/whole.html
Food Regulations 2015	https://www.legislation.govt.nz/regulation/public/2015/0310/latest/DLM6684211.html
Licensing criteria for centre-based ECE services	https://www.education.govt.nz/early-childhood/licensing-and-regulations/the-regulatory-framework-for-ece/licensing-criteria/centre-based-ece-services/
Playground Safety Standards – 5828, 2015	https://www.standards.govt.nz/shop/NZS-58282015
Smoke-free Environments & Regulated Products Regulations 2021	https://www.legislation.govt.nz/regulation/public/2021/0204/latest/whole.html#LMS524981