



Education Personnel Health & Safety Policy for

ECE Centre Temporary Relief Staff Effective 1 April 2016

Overview:

Education Personnel considers your health & safety to be a very important part of your assignment and wants to keep you and your work colleagues safe at work. Everybody at work has a part to play in ensuring that work is carried out in a healthy and safe way. Also our clients have to provide a safe and healthy worksite for you and their own staff.

While we acknowledge that we have little jurisdiction over our clients' premises, our staff regularly inspect their premises to ensure they are safe and conducive to a productive work environment. You are expected to read the centre's Health & Safety policy when you arrive for your first assignment and ensure there are no hazards which may harm you or your work colleagues. If you have any concerns, you must immediately raise these with the centre's health & safety officer and contact your Educational Personnel representative.

Your worksite includes anywhere you're expected to be to perform your job and you need to:

- follow all safety requirements for your tasks and ensure your own health and safety
- report hazardous and other incidents involving staff or students, so that our client can investigate and manage them
- report any unsafe premises, practices, gear, or inadequate safety information so these can be rectified and harm avoided
- avoid causing harm to another person through, eg your own tiredness, stress, or risk-taking. If you're tired or stressed, you need to tell our client and you can also alert your health and safety representative at Education Personnel
- not undertake work which is unsafe or which involves unsafe practices
- make yourself aware and follow the client's workplace's health and safety practices and procedures, including reporting of work-related accidents, illnesses and injuries, and hazards

The Centre's Health & Safety Obligations

As part of our client's obligations under the Health & Safety Act, we must together monitor and record near-misses, accidents, and illnesses experienced while on our client's premises. We also need to monitor the health of our staff who work near hazards and ensure they get the results of that monitoring.

In particular, we need to ensure that:

- procedures are in place for dealing with emergencies
- the environment is clean and hygienic
- the environment is well-lit so staff can work and move about safely
- the environment is well-ventilated, and atmospheric conditions such as temperature and humidity arising from work are controlled
- any work equipment, machinery, or tools an employee might use are arranged, designed, made, and maintained so they're safe to use
- employees aren't exposed to hazards when dealing with, using, or transporting anything at, or near, a worksite under your control
- employees have clear information about all hazardous work they do, are given protective clothing and equipment if required, and are adequately supervised or trained
- safe drinking water is provided and facilities for first-aid and sickness, washing, and changing clothes if needed by the work.
- if you are seated, you will need good seats and desks, and those who stand will need a reasonable resting area.
- eating areas must be available, reasonably sheltered and comfortable, and separated from any work plant, materials, atmospheric contaminants, dirt, noise, or any other hazard.

Your obligations:

You are expected to read the centre's Health & Safety policy when you arrive at the centre for your first assignment and ensure there are no hazards which may harm you or your work colleagues. If you have any concerns, you must immediately raise these with the centre's health & safety officer and contact your Educational Personnel representative.

In addition, we have provided you with 2 additional forms which can be accessed from our website www.edperson.co.nz

- Hazard Reporting Flowchart
- Hazard Assessment Flowchart

Please report any hazards to Scott King immediately.

Safety with students:

- make sure you are not alone with students in a room
- use staff toilets as a preference
- clean up any mess as you go
- work from the same level as the children
- child well-being is paramount!! Let us or a teacher know if you have any concerns about a child at all
- it is your responsibility to let us know about any health issues that may affect your ability to carry out relieving work
- ensure you are not alone when changing nappies and the children's dignity and right to privacy is respected. Wear protective gloves when changing nappies
- do not leave child unattended on a change table and use a changing mat/fresh towel on floor for older or heavier children

I have read and understand the Health & Safety policy detailed above and I accept it fully. I also agree to abide by Educational Personnel's and their Client's Health & Safety rules and policies.

Signed by:..... **Date:**.....