



THE SCHOOL LIBRARY ASSOCIATION OF
NEW ZEALAND AOTEAROA
TE PUNA WHARE MĀTAURANGA A KURA

Health and safety

Rationale

SLANZA is committed to providing and maintaining a safe and healthy working environment for our employees, members, visitors, and all people as much as is reasonably practicable.

Responsibilities

To ensure a safe and healthy work environment, SLANZA will:

1. Provide and maintain a safe working environment and systems for workers, members and visitors that is safe and without risk to health.
2. Provide such information, as is necessary, to ensure that health and safety hazards and risks are identified, understood and managed effectively.

Specifically, the SLANZA President will:

1. Create and maintain a safe and healthy working environment.
2. Set health and safety objectives and performance criteria for all managers and work areas and ensure every manager understands their responsibility for the health and safety of employees working under their direction.
3. Annually review health and safety objectives and managers' performance against these.
4. Provide training to ensure all workers, including contractors and volunteers, are aware of health and safety practices and can contribute to their own and other's health and safety.
5. Include health and safety training in the induction for all new workers.
6. Ensure there is an Accident/Incident register that is accurate and up to date.
7. Actively encourage the accurate and timely reporting and recording of all incidents, injuries, near misses or hazards.
8. Investigate all reported incidents, near misses and injuries to ensure all contributing factors are identified and, where appropriate, plans are developed to take timely corrective action.
9. Actively encourage people to report any pain or discomfort early.
10. Where appropriate, provide a treatment and rehabilitation plan that ensures a safe, early and durable return to work.
11. Ensure all workers are consulted with and are given the opportunity to participate in health and safety management.
12. Identify all existing and new hazards and take all practicable steps to eliminate, isolate or minimise the exposure to significant hazards.
13. Ensure all workers are aware of the hazards in their work area and are adequately trained to enable them to perform their duties in a safe manner.
14. Ensure there is appropriate and useful signage to alert workers and visitors to any hazard.

15. Ensure that at least one worker in locations where more than one worker is present, has a current first aid certificate.
16. Ensure workers are well-practiced in building evacuation procedures and the location of fire alarms, extinguishers and/or fire hoses and know how to use them.
17. Ensure there are well resourced first aid kits in workplaces and all workers are aware of their locations.
18. Ensure lone workers have an individualised plan of support and actions to minimise their particular risks and vulnerabilities.
19. Where appropriate ensure access to technology that may reduce risks for lone workers.
20. Promote a system of continuous improvement – this includes reviewing policies and procedures each year.
21. Meet our obligations under the Health and Safety at Work Act 2015.

Workers obligations

Every worker is expected to share in SLANZA's commitment to health and safety in the workplace by:

1. Taking reasonable care for their own health and safety.
2. Ensuring that no action or inaction on their part endangers themselves or others.
3. Observing all safe work procedures, rules and instructions
4. Reporting any pain or discomfort early.
5. Actively participating in rehabilitation for work related injuries / illnesses.
6. Ensuring they take leave and rest during the year.
7. Ensuring all incidents, injuries and hazards or risks are reported in a timely manner to the appropriate person.
8. Stay home when they experience any symptoms of viral, bacterial or pathogen related illnesses.