

Policy title	Health and Safety Policy_CURRENT
Policy area	Health & Safety, Operations
Policy available for Students – yes/no	Yes
Policy detail	<p>The Learning Connexion has a culture of care and is committed to maintaining a safe and healthy working environment for all staff, students and visitors. This includes:</p> <ul style="list-style-type: none"> • A Health & Safety team that oversees all matters relating to effective implementation of the requirements specified in the Health and safety at Work Act 2015 • Involvement of all staff, students and visitors in hazard management, and reporting of all accidents, incidents and near misses • Encouragement of best practice procedures in all TLC studios and activities • Compliance, where practicable, with all industry standards and local body requirements relating to the safe operation and maintenance of equipment and infrastructure on our premises and grounds • Effective communication between all staff, students and visitors about Health & Safety • Ensuring ongoing training of first aid representatives and all staff involved in health & safety • Ensuring safety equipment, clothing and MSDS (material safety data sheets) are provided to TLC employees, if required as part of their role, and kept in areas related to individual items i.e, photography (chemicals), printmaking (chemicals), ceramics (chemicals) etc. • Ensuring all Health and Safety information is kept up to date and available in TLC's Fileshare Operations folders. • Ensuring any updates following reviews of this policy are communicated to all staff and students.
Procedures	<p><u>Health & Safety Induction</u></p> <p>On arrival at TLC, all staff, students and visitors are informed about Health & Safety policy and procedures. Information is displayed on the noticeboard in the main foyer for all visitors. Tutors provide health and safety briefings to their students in class and new staff are provided with a health and safety induction within their first week at TLC. <i>See links for Health & Safety induction checklist for new employees.</i></p> <p><u>Training and Policy Reviews</u></p> <p>First aid certificates and any other Health and Safety training requirements are reviewed annually. All Health & Safety policies and procedures are also reviewed annually by the Health & Safety team.</p>

Health & Safety Team

The Health & Safety team meets once per month. Additional meetings may be called to address specific issues. Student representative involvement is welcomed. Minutes are available for all TLC staff within one week of meeting and saved to the Health & Safety Meeting Minutes folder in Google Drive. The team can be contacted by email at health&safety@tlc.ac.nz

Contractors

All contractors engaged to work on the Learning Connexion premises will be informed of TLC's Health & Safety policies and procedures and provided with the Contractors Health & Safety agreement to read and sign. All contractors must be inducted, and made aware of the Hazard Identification Register.

Hazard Identification

The TLC Hazard Identification Register is displayed on the noticeboard at the main entrance of Taylor building. If a hazard is identified then the Health & Safety team must be notified by email at health&safety@tlc.ac.nz Notification forms are kept alongside each first aid kit station.

A hazard could include, but not be limited to, faulty or dangerous equipment, or a situation, or a person's behaviour.

If a hazard is of immediate danger then action must be taken to eliminate, isolate or minimise the risk of harm by any person with the appropriate level of skill to do so. Advise the Health and Safety team who will take further action.

The Hazard Identification Register (*see links*) is reviewed each month by the Health & Safety team and an annual review of all hazards will take place at the beginning of each year.

Hazard Management

Control of significant hazards is managed in the following order:

- 1. Eliminate:** Take all practical steps to eliminate the hazard, or reduce the hazard to a level where it is not a "significant hazard". For example, replace a flammable chemical with a non-flammable chemical, or replace a noisy machine with a quieter machine. In some cases this may not be practicable, in which case the next choice is:
- 2. Isolate:** Take all practical steps to isolate the hazard from people. For example, can a barrier be put between a person and the hazard? This barrier can include:
 - Physical barriers
 - Time Frames
 - Insulation

If this is not practicable, the last option is:

- 3. Minimise and monitor:** Minimise the risk of injury
-

from the hazard as much as possible, providing information, training, supervision and supplying protective clothing and equipment. If this third option is chosen, evidence will need to be provided to justify the decision against the 'all practical steps' criteria. There is a requirement to monitor people's exposure to the hazard and to monitor people's health in relation to that exposure.

Dangerous goods

MSDS (material safety data sheets) for each notified hazardous product are kept in TLC's Fileshare Operations folders and in each area where Hazardous products are stored.

Provision of Safety Clothing and Equipment

Dust masks are available from the materials shop for any student working in a dusty environment. Safety equipment/clothing/MSDS (material safety data sheets) will be provided to TLC employees if required as part of their role.

Accidents, Incidents and Near Misses

All accidents, incidents and near misses must be recorded in the accident register (kept alongside each first aid kit) and reported to the Health & Safety team by email for follow up and review.

First Aid

There are several First Aid stations at TLC which include basic supplies for minor medical conditions and emergencies. These can be found at:

- Ground Floor, Taylor Building – Admissions Office, Recovery Room
- Level 2, Taylor Building – Jewellery Studio
- Level 3, Taylor Building – Meeting Room
- Ground Floor, Grange Building – Print Room
- Level 2, Grange Building – Meeting Area
- 3D Area – Mixed Media 1, Ceramics Room, Wax Room
- Hot Arts

TLC has staff trained as First Aiders who are available to attend incidents that require support.

Recovery Room

A Recovery Room is located within the Admissions office, on the ground floor of Taylor Building. It is available for use by staff and students who may need to rest for short periods if they are feeling unwell, or if they have had an incident/ accident. *See links for a copy of the Recovery Room procedure.*

Emergency Medical Plans

Learning Support is responsible for acquiring and developing Medical Action Plans from students who have health conditions that could arise at school. These plans are confidential and with permission from

	<p>the student may be shared with relevant staff to ensure that appropriate action can be taken to support the student if required.</p> <p><u>Emergency Evacuation Procedures</u> Wardens are allocated to all areas of campus and one practice evacuation takes place each term, arranged by the Health & Safety team. <i>See links for a copy of the Emergency Evacuation procedure.</i> Assistance for people with disabilities is noted once students have sought assistance from Student Support. See Impairment policy for further information.</p> <p><u>Civil Defence Preparation</u> The Learning Connexion maintains a supply of emergency water and other civil defence equipment on site and all staff and students are encouraged to maintain their own survival kits on the premises. Emergency water supply is changed every 6 months.</p> <p><u>Building Compliance and schedule of checks</u></p> <ul style="list-style-type: none"> ● Building Warrant of Fitness - checked annually by WSP ● Fire Security Services - monthly checks of alarms and call points and heat detectors. ● Wormalds - check fire extinguishers and fire hoses annually. ● Electrical - Checks exit signs, lighting and emergency lighting. ● The lift has a current Certificate of Fitness which is updated annually prior to building WOF, and maintained by Nick Tonkin. ● Culture & Employment needs to sign off various sheets, as below (to be completed by TLC Caretaker), on a regular basis. <ul style="list-style-type: none"> ○ Monthly: Corridors and means of escape are clear. ○ 3 monthly: Safety Barriers ○ 6 monthly: access and facilities for people with disabilities ○ Annually: Signs - as required by the building code or section 47a of the Building Act 1991 <p><u>Electrical Equipment Testing</u> Self-monitoring of electrical equipment will be performed by the relevant tutors on a daily basis as part of their regular safety checks. The maintenance team or relevant person to be notified of any faulty equipment. They will organise items to be removed for checking, repair or disposal. Regular testing and tagging of electrical equipment is also completed by Tagit.</p>
Date Created	7/10/2011
Review	7/10/2012, May 2017, Nov 2017, Nov 2018, Nov 2020, Nov 2021, Aug 2022
Next Review Date	August 2023
Related Policies and Links	Emergency Evacuation Procedure Visitor and Contractor Agreement

[TLC School Agreement](#)

[Health and safety at Work Act 2015](#)

[Contractors Health & Safety Agreement](#)

[Recovery Room Procedure](#)

[Health & Safety Induction Checklist for New Employees](#)

[Hazard Identification Register](#)

[Impairment & Equity Policy](#)

[Best Work Practice in Studios Policy](#)
