

Secondary Chemistry Educators of New Zealand (SCENZ)

Health and Safety Policy

Introduction

SCENZ is committed to providing and maintaining a safe and healthy workplace for all NEX people and volunteers, and to providing the information, training and supervision needed to achieve this environment.

SCENZ will take responsibility for health and safety procedures; however, all those involved in the organisation's activities need to be aware of their responsibilities and comply with the organisations' health and safety policies.

Policy Statement

Workplace Health and Safety

Each NEX person and volunteer is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- a) Being involved in the workplace health and safety system;
- b) Sticking to correct procedures and equipment e.g. access to a first aid kit
- c) Reporting any pain or discomfort as soon as possible;
- d) Ensuring all accidents and incidents are reported;
- e) Helping new office holders and volunteers and visitors to the workplace understand the right safety procedures and why they exist;
- f) Telling your manager immediately of any health and safety concerns; and
- g) Keeping meeting areas tidy to minimise the risk of any trips and falls.

Policy Implementation

The implementation and review of these health and safety policies are the responsibility of SCENZ's Executive Management or Board.

SCENZ's Chair in conjunction with the Executive Management or Board will develop and communicate appropriate systems and processes for health and safety to all staff.

On behalf of SCENZ: 

Date: 19/05/21

Next review date: 19/05/24