



# Timaru Christian School Procedures

## **HS3 – Staff Health and Safety**

### **Staff Working Alone Outside School Hours**

Staff working alone are expected to take sensible safety precautions, including the following:

- lock yourselves in
- carry a cellphone
- inform someone of your intention to be at school.

Comply with the requirements of your school's security policy.

### **Stress in the Workplace**

If a staff member attributes stress to the workplace they must provide the Principal with detailed information regarding the diagnosis, symptoms, or prognosis. The principal will work with the staff member to develop an appropriate stress management action plan.

Should the School Board be asked to consider leave, then they will act in good faith on the basis of information and advice available at the time its decisions are made, and in the best interests of all students, parents and staff. This will be done through the Personnel Sub-committee.

### **Staff Health**

It is up to employees to determine if they are of healthy mind and body to attend school. If they need to take leave, the Deputy Principal and Principal must be notified to ensure cover can be sourced.

### **Staff Safety**

When a staff member feels threatened or unsafe, they must let a Senior Management Team member know immediately. They will work with the Principal to provide support or reduce risk. If required, a safety plan will be developed.

Relevant Legislation: Health and Safety at Work Act 2015