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| Tool 3 - School Officer’s Checklist Toolbox |

Individual members of the board of trustees, including the school principal, are Officers under the HSWA. They have the duty of “due diligence” under the HSWA. Officers of the school must exercise due diligence to ensure that the board of trustees (as an entity) complies with its duties and obligations under the HSWA.

This checklist highlights the key things that officers must take reasonable steps to do to meet their duty of due diligence.

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| **Checklist** | **Yes** | **No** |
| 1. Have I ensured that I have up to date knowledge of my school’s work health and safety matters? |  |  |
| 2. Do I have an understanding of the hazards and risks associated with my school’s operations? |  |  |
| 3. Have I checked that our board of trustees (as an entity) has, and uses, the necessary resources and processes to identify and then eliminate or minimise risks to health and safety from the work carried out as part of our school’s operations? |  |  |
| 4. Does my school have a risk register and incident register? |  |  |
| 5. Do I ensure our board of trustees has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information? |  |  |
| 6. Do I ensure our board of trustees has and implements processes for complying with their duties and obligations under the HSWA? |  |  |
| 7. Is health and safety a standing agenda item for staff meetings? |  |  |
| 8. Can we verify the provision and use of resources and processes referred to above? |  |  |

For further information about officers refer to [Factsheet Topic 1 Leadership, Part 2](http://www.education.govt.nz/assets/Documents/Ministry/Initiatives/Health-and-safety/Factsheets/Topic1Leadership-factsheet-PART-2.pdf).

Approved by: Date:

Next review date:

Actions arising from Checklist: