

**SG.31 STUDENT HEALTH AND SAFETY**

APPROVED BY	<b>EXECUTIVE LEADERSHIP TEAM</b>	Reviewed	Feb 2024
REVIEW STAKEHOLDERS	▪ PRINCIPAL	Minor edit	
	▪ HEADS OF SCHOOLS	Review period	3 years
	▪ ADMINISTRATION TEAM LEADER	Next review	Sept 2026

**1. PURPOSE**

The purpose of this policy is to meet the health and safety legislative requirements and to strive for excellence in health and safety management.

BTI is committed to providing a safe and healthy environment for all students on campus by providing clear guidelines and encouraging students to adopt a proactive health and safety approach.

**2. DEFINITIONS**

**Hazard** - not limited to an object, can be a thing or situation, or a person and their behaviour both physically and emotionally with the potential to cause injury, illness or death.

**Risk** – A situation involving exposure to danger or hazard. Examples (not limited to): slips, trips, and falls; vehicles and machinery; repetitive movement; stress, anxiety, and burnout; bullying and harassment; illnesses; excessive loud noise; hazardous substances.

**Critical incident** – an unexpected significant event or situation that occurs within the BTI or BC campus environment that has resulted in serious disruption to the functioning of BTI, illness, serious harm, or death.

**3. POLICY**

- 3.1. BTI will, so far as it is reasonably practicable, provide and maintain a safe environment for students that is safe and without risk to health.
- 3.2. Students are expected to comply with all reasonable instructions given by BTI with regards to health and safety.
- 3.3. Students are expected to take reasonable care of themselves.
- 3.4. Students are expected to take reasonable care that their acts or omissions do not adversely affect the health and safety of any other persons.
- 3.5. Students are expected to participate in any health and safety training and induction required by BTI.
- 3.6. Students are expected to comply with policies related to health and safety (see list at bottom of this document).
- 3.7. Students have the right not to proceed with any activity they feel on reasonable grounds poses a danger to their, or others, health or safety.
- 3.8. Students must, as soon as possible, report to reception any health and safety matter, or hazard-for further investigation and action, and for inclusion in the Health and Safety Register. This may include any on-campus incident, such as, accident, illness, injury, near misses, unsafe or unhealthy learning environment, faulty equipment or building defects, breach of health and safety protocols (see related policies below), or death.
- 3.9. Students should ensure that their personal health declaration supplied in the application and interview as well as emergency contact details, are up to date with their programme administrator.
- 3.10. Students should notify their programme administrator of any needs or conditions that may affect their health, which may be caused by or made worse by study activities.
- 3.11. A first aid kit and defibrillator are available at reception. If needed, BTI will offer first aid, arrange a doctor’s visit, or summon appropriate help. A list of designated first aiders is available at reception.

3.12. In the event of an emergency (i.e., fire, earthquake, lightning strike, lockdown, tsunami, gas leak) students should use common sense, follow emergency procedures posted on room walls, and cooperate with the direction of BTI staff.

3.13. Students requesting pastoral care should be referred to their cohort mentor or Ngā Maunga Āwhina.

**Related BTI Policies** (available from <https://bti.ac.nz/student-life/other/student-policies-regulations/>):

SG.01 After-Hours Student Access to BTI's Facilities  
SG.08 Student Concerns and Complaints  
SG.09 Harassment  
SG.15 Pastoral Care of International Students  
SG.24 Student Disclosures  
SG.36 Counselling Referral and Support for Students  
SA.42 Student Diverse Needs/Disabilities  
SG.40 Smoke-free, Drug-free, and Alcohol-Free Campus

**Related Documents:**

[BTI Student Wellbeing Plan](#)

[The Tertiary and International Learners Code of Practice](https://www2.nzqa.govt.nz/tertiary/the-code/) (<https://www2.nzqa.govt.nz/tertiary/the-code/>)

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

(<https://legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html?src=qs>)