

OUR LADY OF THE SACRED HEART SCHOOL

HEALTH & SAFETY POLICY

POLICY

1. To take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation, standards, and codes of practice (including Health & Safety in Employment Act 1992; Health & Safety Code of Practice for State & State Integrated Schools; NAGs 1 & 5; EOTC).
2. To provide a safe physical and emotional environment for students in keeping with the special character of the school.

IMPLEMENTATION

The policy shall be implemented by -

1. All staff having individual responsibility for health and safety
2. All staff -
 - (a) being informed
 - (b) understanding; and
 - (c) accepting

their responsibility for eliminating, isolating or minimising the potential for harm to people at their workplace, including contractors, other staff and visitors being informed of any results of our monitoring their work area.
3. The Principal being responsible for establishing checks on days to day operations and delegating authority to senior teachers and grounds staff to carry out this function.
4. Ensuring staff are consulted on, and given the opportunity to participate in, health and safety management (including appointment of staff Health and Safety representative(s)).
5. Ensuring union and other employee representatives are consulted regarding health and safety management.
6. Ensuring the school has an effective method for identifying hazards. Significant hazards will then be controlled by:
 - (a) Eliminating or isolating any hazard that arises out of the school or school environment likely to cause harm to staff, students or other people
 - (b) Minimising the effects of hazards, if they cannot be practicably eliminated or isolated
7. Creating and maintaining a safe working environment. This includes -
 - (a) Providing facilities, protective clothing and equipment for staff health and safety at work

- (b) Monitoring compliance and exposure to hazards
 - (c) Maintaining cleanliness of school and school site
8. Having in place plans and procedures for all health and safety issues that may arise in the workplace. Plans and procedures include -
- (a) First aid (including as to handling of infection, blood and bodily fluids)
 - (b) Emergency evacuation procedures (including warning systems)
 - (c) Regular checks on equipment (including furniture and playground/caretakers equipment).
 - (d) Sense in Sun routines
 - (e) Accidents (as required by MOE Health and Safety Code)
 - (f) Road safety
 - (g) EOTC (see EOTC policy)
 - (h) Litter control
 - (i) Physical environment (shade, hazards, hazardous goods)
 - (j) Civil defence
 - (k) Behaviour management (including Guidance Counselling and cross-cultural awareness)
 - (l) Abuse reporting
 - (m) Trauma incident and crisis management
 - (n) Cyber safety
 - (o) Allergies
 - (p) Promotion of healthy food and nutrition for students
 - (q) Pandemic planning
 - (r) Visitor sign in/sign out facility
 - (s) Management and recording/administering of medication
 - (t) Vetting of staff and contractors
 - (u) Dealing with parents who are subject to court orders affecting day-to-day care of or contact with a child at school
 - (v) Children out of school (this will include recognising that all children travelling by private transport who are under 7 years old will be required to sit in an approved child restraint or booster and all children between 7 and 8 years old will be required to sit in an approved child restraint if one is available)
 - (w) Recognising potential workplace stress

9. Providing appropriate orientation, training and supervision for all new and existing staff.
10. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
11. Accurate recording, reporting and investigating injuries (including to OSH).
12. Implementing EOTC policy and procedures adopted.
13. Board of Trustees commitment to comply with all relevant health and safety legislation.
14. Supporting the safe and early return to work of injured employees
15. The use of force/corporal punishment is prohibited (Section 139A Education Act 1989).
16. Ongoing evaluation, review and updating of our compliance with our health and safety programme and this policy,
17. Appointment of a Health and Safety Committee –
 - (a) Who will liaise with Principal and staff to ensure health and safety procedures are in place and comply; and regularly review these
 - (b) Who will in conjunction with the Principal report on a regular basis to the Board.

Policy adopted 1 June 1992
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 Reviewed 4 December 2013

CHAIRPERSON

SECRETARY