



ST JOSEPH'S PRIMARY SCHOOL LAURIETON DIOCESE OF LISMORE

WHS POLICY

Policy Number:	WHSP.1.2
Status:	Replaces OHS Policy and Procedures 2012
Date Issued:	March 2013
Evaluation and Review:	March 2015
Policy Contact Officer:	School Principal – David Hughes
Related Documentation:	

Rationale:

The management of St Joseph's Primary School, Laurieton, accepts a duty of care for all health, safety and welfare of its employees, contractors and others, and will use all due diligence to protect them from work-related injury and illness. It will provide the necessary resources to enable the school to comply with the Work, Health and Safety Act 2011 and the Work, Health and Safety Regulations 2011. All of the school's employees are required to take care for the health and safety of themselves and others and to cooperate with the management to enable employer's requirement to be complied with.

Procedures:

David Hughes and Sonya Steep are the WHS Representatives for St Joseph's Primary, Laurieton. Their role is to review all policies and procedures; liaise with co-workers regarding their safety concerns; participate in the resolution of WHS problems by advising management on how to either eliminate or control risks; organise time at Staff Meetings to address WHS issues.

WHS issues from staff will be directed to the WHS Representatives.

All representatives are to receive appropriate training in WHS standards and procedures.

Processes

Employees will be consulted when required through Tuesday morning staff meetings.

Non-teaching staff will be consulted via Tuesday morning staff meetings minutes, regarding any WHS issue relating to their role in the school.

Minutes of the meetings will be taken and all WHS issues raised or discussed will be duly noted, distributed within the workplace, through e-mail to each staff member.

Workplace Inspections will be held in Week 5 in every term.

WHS Obligations:

The Principal will:

- Maintain the premises in a condition that is safe and without risk to health.
- Provide a procedure for identifying and controlling hazards.
- Ensure WHS training and supervision for employees.
- Ensure employees meet their duty of care.
- Enable employees to participate in the WHS management.

The staff will:

- Take reasonable care of the health and safety of students, other staff and themselves.
- Co-operate with any requirements imposed under the WHS Act.
- Not intentionally interfere or misuse provisions in the interest of health, safety and welfare.
- Provide systems to ensure that no child is exposed to unnecessary risk or injury.

WHS Procedures:

1. Maintenance book is kept in the AP/RE office on filing cabinet.
2. Maintenance worker has access to the book and checks it every week before he commences work around the school.
3. Staff are requested to write concerns in the maintenance book and inform the Assistant Principal or Principal.
4. The Principal is responsible for the rectification of any identified areas of concern.
5. Workplace inspections will take place in Week 5 of each Term. A checklist for the inspection will be completed by the WHS Representative and records kept in the WHS filing cabinet in the AP/RE office and in WHS folder in Teachers common folder.
6. Any notifications of hazards or incidents should be registered on the appropriate forms in SAFETY NET. Safety.net.lism.catholic.edu.au

Principles:

The management of WHS in the school will provide a system for identifying and mitigating hazards; provide WHS training and supervision for employees; assist employees, through ongoing consultation, to meet their duty of care for others; enable employees to participate in

WHS management.

WHS reasonable practices:

- Report any inadequate cleaning of rooms, staffroom, administration or toilets.
- Discuss the emergency procedures with your class.
- Be careful of hanging displays.
- Don't allow children to work on or near windows.
- Appropriate First Aid equipment is supplied in medical kits, available in the sick bay.
- Wear appropriate clothing and footwear for personal safety precautions.
- Students should not work alone wherever possible.
- Floors should be clean and be maintained free of hazards, which could cause persons to trip.
- Students should never handle heavy equipment. Dangerous objects-hot tea, coffee, knives etc, should not be handled at any time by students.
- Children should not use cleaning products.
- Staff and children should not be lifting heavy equipment.
- Children should not be climbing ladders.
- Teachers should identify hazards and risks which students may be exposed to. These observations should be communicated to the WHS Representatives or to the Principal, who will make contact with the appropriate personnel.
- Teachers should remain in the classroom while the students are working and maintain safe classroom behaviour.
- No tea, coffee, hot water is to be taken into the classrooms or onto the playground except in a heatproof, covered mug.
- Safety signs, lighting and ventilation should be appropriate

Specific areas of attention:

Chemicals:

- Including methylated spirits, disinfectants, cleaning agents, insect sprays, air fresheners, deodorants, eucalyptus oil.
- The school completes a chemical audit and collects DATA sheets.
- The teacher must move chemicals to a safe, childproof area, out of reach of children, high up in cupboards.
- The only agreed cleaning products stored on the top shelf in teacher's storerooms are spray n' wipe, sugar soap
- Insect repellent such as Mortein is kept in some rooms for the control of ants, mosquitoes but should only be used when children are not present in the room..
- Children should be aware of out of bounds areas containing chemicals.
 1. Teachers storeroom
 2. Cleaners shed
 3. Staffroom
 4. Sickbay
 5. Teachers toilets
- If decanting chemicals, it is essential to correctly and clearly label the new bottle.

