



Xavier Catholic School

Occupational Health and Safety Policy

INTRODUCTION

Xavier Catholic School aims to provide a safe, healthy and secure learning and working environment for all students, staff, contractors and visitors. To achieve this goal it is everyone's responsibility to ensure their actions do not adversely affect the health and safety of themselves or others.

RESPONSIBILITIES

The Principal is responsible for:

- The provision of a safe and healthy work and study environment;
- Ensuring safe systems of work are established, supervised and reviewed;
- Establishing a program to manage their OH&S risks.
- Providing information, training and supervision to staff and students on:
 - the potential health and safety risks associated with their tasks;
 - their responsibilities to follow safe work practices;
 - reporting and investigating all safety incidents;
 - taking all reasonable steps to rectify identified hazards.

Staff and Students are responsible for:

- Co-operating with the School's OH&S policies and procedures;
- Reporting any hazards or accidents as soon as practical.

In addition Staff is also responsible for:

- Following instructions on safe work practices;

Contractors and Visitors are responsible for:

- Complying with Department of Education policies and procedures;
- Complying with Xavier Catholic School's OH&S policies and procedures;
- Reporting any hazards and safety incidents.
- Ensuring they receive a site safety induction and their work practices should be documented and supervised.

PROCEDURES

OH&S Committee

An Occupational Health & Safety Committee is a means where a representative group can come together in a co-operative way to improve the site's systems for managing health and safety. Xavier Catholic School's OH&S Committee (The Committee) meets at least once per term to consider the safety aspects of the School in all of its activities. It comprises a teacher, a non-teaching staff member and a member of the school executive. The Committee is responsible for performing risk assessments of school activities, for disseminating any safety related material issued by the Department of Education and for conducting the comprehensive safety audit each semester, as required by the Department of Education. The results of this audit are reported to the Principal.

Members of the OH&S Committee are nominated at the beginning of each school year and are listed on the Key Leaders chart which is on display in the staffroom room. Staff have the responsibility of knowing who OH&S representatives are so that they know who to contact if an issue arises that needs to be recorded or further addressed by the committee.

Emergency Drills

At least twice per year the school will conduct emergency drills (lockdown or evacuation). In the case of an evacuation of the building all personnel will evacuate the building and move to the assembly point on the playground as per the Emergency Evacuation Plan. This plan is displayed in each classroom, main buildings, staff areas and other areas of the school. Emergency contact telephone numbers are displayed on each Emergency Evacuation Plan in the school.

First Aid

At least four staff members must hold current Senior First Aid certificates at any time. The Secretary is the nominated First Aid Officer and is primarily responsible for ensuring students receive appropriate attention for minor injuries and parents are informed if the child is sick or requires further treatment. They also dispense medication to students strictly in accordance with the School's policy.

Incident/Injury Reports

All staff members are required to complete the appropriate page in the School's CCI Incident Report Book for critical incidents or injury to students or self as soon as possible after the event. These are available from the front office and should be passed to the Principal for completion and processing in accordance with the School's guidelines.

Training

Xavier's staff induction program includes a briefing on various aspects of workplace safety. Staff handling any kind of hazardous materials or machinery is expected to have completed appropriate training in the use of that equipment. Only qualified tradespeople are used by the school.

Storage

Hazardous materials and chemicals are to be securely stored by the School Groundsman in original, clearly labelled containers in a locked area. Cleaners have the responsibility to ensure their cleaning materials are secured and locked away when not in use and they comply with safety procedures in their use and handling.

Ergonomics

The school has the responsibility to ensure furniture and equipment is used for its purpose and design.

Registers

The school maintains the following registers to track and record appropriate safety measures:

- Key register
- Staff absence records
- Students attendance records (electronic SEQTA)
- Visitor's register (including tradespeople and services)
- Volunteer's register
- Electrical tagging register
- Public Liability Insurance register

REFERENCES

ACT Department of Education and Training policies:

<http://www.det.act.gov.au/policies/policies.htm>

Including -

Accidents – Schools and other workplaces
Electrical Policy Safety Procedures
First Aid
Injury Prevention and Management Policy Statement
Playground Supervision of Students
Safe Schools Policy Framework
School Canteens Policy
Smoke Free Workplace
Sun Protection

Xavier Catholic School related policies:

Sunsmart Policy
First Aid; Administration of Medication
Emergency Procedures (Evacuation and Lockdown)
Canteen Policy and ACTSCA Checklist