

Section 10.6

Environmental Health and Safety Policy

Rationale

The right to a workplace with high health and safety standards arises from respect due to all people because of their innate dignity as persons created in the image and likeness of God. Work itself is an expression of humanity's participation in God's ongoing act of creation. Therefore, St John Bosco College strives to provide an environment in which the health and safety of all is respected.

Principles

At St John Bosco College we aim to:

1. Protect all students, staff, parents and visitors to our College against risk to health, safety or welfare.
2. Provide appropriate first aid assistance, in the event of injury or illness, to any member of the College community while at school and while on College related activities.

It is a responsibility of all members of our College community to take reasonable care for the health, safety and welfare of all members of our College community who are on the College premises and who may be affected by his/her acts or omissions at work. All members of our community have a responsibility to take action if any situation places another member of the College community at risk.

Guidelines

1. The College will ensure that all members of staff have a knowledge and understanding of their legal duty of care to students to ensure that they are regularly reminded of the need for awareness of safety.
2. The College will have a WHS committee that will meet at least once a term and work in conjunction with the CEO safety officers to continually develop policies, audits, projects and compliance initiatives.
3. All staff members have a responsibility to report breakages or non-functioning of fixtures or equipment on the College premises to the Administration Coordinator or the Business & Resources Manager via Sentral.
4. All staff will ensure that details of work-related injuries and illnesses are recorded in an online register and in the appropriate logs.
5. The College will provide and maintain at least one First Aid Kit In each school building block, with one in each Science, TAS and Art classroom. In addition at least one First Aid Kit will be taken on all school excursions.
6. The College will provide access to basic emergency care and/or CPR training to all staff and follow a program of regularly updating qualifications, and ensure that there is at least one qualified First Aid Officer among the admin support staff.
7. Where an item is dangerous and needs repair, it should be removed from use (where possible) and be clearly labelled that it should not be used, and the Administration Coordinator or the Business & Resources Manager will be notified.

8. The College will maintain a register of equipment breakages & maintenance work.
9. The College will document and display evacuation procedures, and ensure that all members of the College community are familiar with these procedures.
10. Evacuation drills, as well as training in Lockout and Lockdown procedures, will be held at least twice a year, one drill to be with full notification and one to be with partial notification.
11. The College will ensure that the maintenance and inspection of fire fighting equipment is carried out on a six monthly basis, or in the case of fire hydrants and boosters on an annual basis.
12. The College will ensure that the maintenance and inspection of emergency lighting and exit signs is carried out on a six monthly basis.
13. The College will ensure that the inspection, maintenance and tagging of electrical tools and appliances in TAS and all kitchen areas are carried out on an annual basis.
14. The curriculum will include material related to general safety issues as well as safety issues specific to subject areas. In those subjects where there is an increased risk to the safety of students and staff, a separate policy and procedures document will be developed and maintained to deal with these issues.
15. The TAS and Science Departments will provide and maintain appropriate OHS signage in all workshops and laboratories.
16. The College will maintain folders of Material Safety Data Sheets (MSDS) for chemicals used in the College, with an MSDS folder to be held in each area where chemicals are used or stored.
17. Members of staff will complete appropriate training in the use of chemicals in compliance with the Environmental Health and Safety Act.
18. Members of staff will be given accreditation to handle and use chemicals at a level consistent with their qualifications and training.