



HEALTH AND SAFETY PROCEDURE

RATIONALE

Every person is of worth in that Jesus died for every one of us. Because of the high value that Jesus has placed on every individual, it is imperative that our Seventh-day Adventist school provides our students with a safe environment which provides for each student's intellectual, spiritual, emotional, physical and social development. As a result, our school provides access where possible to counselling support for students on a needs basis.

GUIDELINES

General

The school will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with the relevant health and safety legislation, standards, and codes of practice.

1. All staff will have individual responsibility for health and safety around the school environs and in particular for ensuring student wellbeing is of high importance.
2. All staff will be informed, understanding and accepting of their responsibility for eliminating or minimising the potential for harm to people at their workplace, including students, contractors, other staff and visitors being informed of any results of our monitoring their work area.
3. Ensure staff are consulted on, and given the opportunity to participate in, health and safety management.
4. Ensure the school has an effective method for identifying hazards. Significant hazards will then be controlled by:
 - Eliminating or isolating any hazard that arises within the school or school environment likely to cause harm to staff, students or other people.
 - Minimising the effects of hazards, if they cannot be practicably eliminated or isolated.
5. Creating and maintaining a safe working environment. This includes providing facilities for staff health and safety at work.
6. Having in place plans and procedures for all foreseeable emergencies that may arise in the workplace.
7. Providing appropriate orientation, training and supervision for all new and existing staff.
8. Having effective procedures for the hiring and monitoring of contractors and being accountable for their safety and for that of other visitors.
9. Accurate recording, reporting and investigating of injuries.

10. The Board of Trustees commitment to continuous maintenance and /or improvement in health and safety including employees' mental and physical health relevant to their job effectiveness.
11. The Board of Trustees commitment to comply with all relevant health and safety legislation.
12. The Board of Trustees will support the safe return to work of injured or unwell employees.
13. Ongoing evaluation, review and updating of compliances with the school's health and safety programme and this procedure.

Review Responsibility: *BOT H/S Personnel, Staff H/S Co-ordinator, DP & Principal*

Date Confirmed: 9 June 2021

Principal: *Karla Mitchell*