



HEALTH AND SAFETY POLICY NAG 5

RATIONALE

Elim Christian College is committed to the safety and wellbeing of its employees and students

PURPOSES

To:

1. Provide a safe physical (materials, equipment and cleanliness) and emotional environment for all employees, students and visitors, both on site and off site
2. Promote healthy food and nutrition for all students
3. Comply with all legislative requirements.

GUIDELINES

1. Employees are responsible for safety in their areas of supervision. Safety will take precedence over shortcuts or expediency at all times.
2. Employees and students have a responsibility to observe safe work practices, rules and instructions relating to their work.
3. Employees will be advised of potential hazards in their workplace and how to minimise risk.
4. Health and Safety procedures and guidelines will be documented in the Health and Safety file kept in the main school office, and will
 - include disciplinary procedures for non-compliance;
 - be understood by all employees and students as required.
 - be prominently displayed, where appropriate;
 - be enforced consistently;
 - be reviewed as necessary.
5. Regular inspections will be carried out both internally and by external agencies to ensure workplace safety and reasonable steps will be taken to remove identified potential hazards.
6. All accidents and injuries must be reported as well as any conditions or practices that cause injury to people or damage to equipment. Incidents are recorded in the Accident Register. Accidents and injuries occurring off-site under school supervision will be recorded in an Education Outside the Classroom file.
7. A workplace hazards register of all hazards and potential hazards will be maintained.
8. Protective clothing and equipment appropriate to the work must be worn and kept in good condition.

9. Official users of school facilities by persons/organizations will be subject to the terms of hire/conditions of use as issued by the Board of Trustees/Proprietor. These terms and conditions will require compliance with health and safety procedures and guidelines.
10. All computers, both desktop and laptop are to be used in compliance with the Safe Computer Use guidelines to avoid injury.
11. A list of procedures is held in the Procedures manual for both short and long term contractors carrying out work in the College, to ensure the safety of everyone on site.
12. Trial evacuations are carried out once per term as a minimum, and more often if determined necessary.
13. The guidance team will monitor emotional safety within the school and implement procedures to increase student well being where required
14. Healthy food choices and nutrition will be promoted within the school curriculum and facilitated through the school tuck shop

CONCLUSION

It is the responsibility of employers, employees and students that health and safety procedures and guidelines are sensibly observed on all occasions. It is up to the individual to report potential hazards and all accidents to the appropriate employee responsible for documentation and further action.

Ratified by Board of Trustees: _____ Chairperson

_____ Date

Date for Review: _____