



## **HEALTH AND SAFETY POLICY**

### **Objective 1**

#### **RATIONALE**

Elim Christian College is committed to the safety and wellbeing of its employees, students, contractors and visitors.

#### **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**

The board of trustees is committed to providing and maintaining a safe and healthy workplace for all workers, students, and other people in the workplace.

We will achieve this through:

- making health and safety a key part of our role
- working with our staff and students to improve the health and safety system at our school
- doing everything reasonably possible to remove or reduce the risk of injury or illness
- making sure all incidents, injuries and near misses are recorded in the appropriate place
- investigating incidents, near misses and reducing the likelihood of them happening again
- having emergency plans and procedures in place
- training everyone about hazards and risks so everyone can work safely
- providing appropriate induction, training and supervision for all new and existing workers
- helping workers who were injured or ill return to work safely
- All contractors and sub-contractors who work at the school, operate in a safe manner in conjunction with the Property Hub, who hold responsibility for hiring contractors. This includes ensuring that all contractors hold a Police clearance

All workers are encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- being involved in improving health and safety systems at work
- following all instructions, rules, procedures and safe ways of working
- reporting any pain or discomfort as soon as possible
- reporting all injuries, incidents and near misses
- helping new workers, staff members, trainees and visitors to the workplace understand the safety procedures and why they exist
- reporting any health and safety concerns or issues through the reporting system
- keeping the work place tidy to minimise the risk of any trips and falls
- wearing protective clothing and equipment as and when required to minimise your exposure to workplace hazards.
- Trial evacuations are carried out once per term as a minimum, and more often if determined necessary.
- The guidance team will monitor emotional safety within the school and implement procedures to increase student wellbeing where required
- Healthy food choices and nutrition will be promoted within the school curriculum and facilitated through the school tuck shop

### **All Others**

All others in the workplace including students and visitors are encouraged to:

- follow all instructions, rules and procedures while in the school grounds
- report all injuries, incidents and near misses to their teacher or other staff members
- wear protective clothing and equipment as and when required to minimise your exposure to hazards while learning
- Official users of College facilities by persons/organisations will be subject to the terms of hire / conditions of use, as issued the Board of Trustees/Proprietor. These terms and conditions will require compliance with health and safety procedures and guidelines.
- Students are provided with basic health and safety rules, information and training and are encouraged to engage in position healthy and safety practices.

### **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 the Board: 9 August 2023

Signed on behalf of the Board:  
Dr Lehan Stemmet Presiding Member

A handwritten signature in black ink, appearing to read 'Lehan Stemmet', written in a cursive style.

Date: 10 August 2023

Date for Review: August 2024