



## MARIAN SCHOOL BOARD OF TRUSTEES

# HEALTH AND SAFETY POLICY

### PURPOSE

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

All Health and Safety issues will be managed in a way that is consistent with the core values of Marian School.

The principles of Health and Safety will be integrated into the day to day operational and management practices.

In addition to general Health and Safety this policy forms the platform for operational procedures involving:

- First Aid
- Administration of Medicines
- Emergency Management
- Infectious Diseases and Control

### POLICY

1. All staff shall have an individual responsibility for Health and Safety at Marian School. This includes accepting responsibility for isolating, eliminating or minimising the potential for harm in the workplace. The Principal shall be the Health and Safety Coordinator.
2. Students, Contractors, relieving staff and visitors shall be informed of hazards relevant to them and their location.
3. Marian school will ensure:
  - 3.1. Staff are consulted on, and given the opportunity to participate in, Health and Safety Management.
  - 3.2. Union and other employee representatives are consulted regarding Health and Safety Management.
  - 3.3. Marian School has an effective method for identifying hazards. Significant hazards will be controlled by:
    - Eliminating or isolating any hazard that arises out of 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

4. Marian School will create and maintain a safe working environment.
5. Plans and procedures for all foreseeable emergencies that may arise in the workplace will be prepared and maintained.
6. Appropriate orientation, training and supervision will be provided for all new and existing staff as required.
7. Effective procedures for the hiring and monitoring of contractors will be developed and maintained to ensure accountability for their safety and for that of visitors.
8. Accurate recording, reporting and investigating of accidents, incidents or injuries will be conducted in accordance with standards and code[s] of practice.
9. The Board of Trustees is committed to continuous improvement in Health and Safety in the workplace and compliance with all relevant Health and Safety legislation.
10. The Board of Trustees will support the safe and early return to work of injured employees.

**REVIEW**

This policy will be reviewed by the Board of Trustees triennially.

**APPROVED**

21 April 2009

Board of Trustees Chairperson: .....