



ST LIBORIUS PRIMARY SCHOOL

# OCCUPATIONAL HEALTH & SAFETY POLICY

AD MAJOREM DEI GLORIAM

## Rationale/Belief

St Liborius is committed to maintaining a safe working environment for all at St Liborius Primary School. It is the policy of our school to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the school site.

## Vision Statement

We believe our school creates a sense of *Hope* by being a positive and child safe place where children are happy and secure in their learning and development.

## Responsibility of Leadership

This policy recognises that the health and safety of all employees and students within St Liborius Primary School is the responsibility of the Principal. In fulfilling this responsibility, the principal has a duty to provide and maintain as far as is practicable a working environment that is safe and without risk to health and includes:

- Providing and maintaining safe plant and systems of work
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
- Maintaining the workplace in a safe and healthy condition
- Providing adequate facilities to protect the welfare of all employees and students
- Provide information, training and supervision to all employees enabling them to work in a safe and healthy manner
- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people or property
- Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices

## Employee Responsibilities

- Identify and report any unsafe or unhealthy conditions or behaviour.
- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace;
- Adhere to safe work procedures, instructions and rules;
- Co-operate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Attempt to remedy all problems related to Occupational health and safety. If unable to rectify the problem consult with the principal
- Not willfully place at risk the health and safety of any other person in the workforce.

## **Procedures in Place at St Liborius**

To achieve a healthy working environment St Liborius School has in place several procedures which should be followed to ensure that the workplace remains safe.

- Addressing Harassment within the workplace
- Anaphylaxis Policy
- Asthma Policy
- Camp/Excursion Policy
- Chemical Safety Policy
- Contactor Health & Safety Policy
- Contractor induction/management procedure
- Crisis Management Plan
- Emergency Management Policy
- Emergency Management Plan
- First Aid Policy
- Grievance Policy
- Hazard Identification and Reporting
- Handling and Storage of Hazardous Substances
- Incident Reporting and Investigation Procedures
- Incident Reports Policy/Incident Reports
- Induction of new staff procedure
- Issue Resolution Procedures
- Mandatory Reporting Policy
- Manual Handling
- Noise Policy
- Occupational Rehabilitation Policy
- Risk Management Policy/Hazard Reporting
- Staff Welfare procedures
- Safe use of Electrical Equipment Policy
- Working at Heights Policy and Procedures

Copies of these policies and procedures are available through Principal or on school intranet SIMON.

## **Review of Procedures and Policy**

The Occupational Health and safety procedures and policy will be regularly reviewed in light of legislation and school changes. We seek co-operation from all employees in realising our health and safety objectives and creating a safe working environment. These reviews will be presented to the School Board and Staff meetings for comment and implementation.

Reviewed 12/03/2020

To be revised 12/03/2023