

# Golden Bay High School

## Health and Safety Policy

Other relevant documents:

*GBHS Statement on Health Education 2018*

*Healthy Food and Nutrition Policy*

*Policy on Consumption of Alcohol*

*GBHS Prospectus*

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 workers 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
- making sure contractors and sub-contractors working at the school operate in a safe manner
- providing all students with basic health and safety rules, information and training
- encouraging all students and visitors 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

All employees will be 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.

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<b>Version:</b> FINAL	<b>Effective Date:</b> 20 May 2019	Review Date: 2022

**APPENDIX 1:**

**LABORATORY MANAGEMENT**

The Golden Bay High School Board of Trustees delegates the responsibilities of the Laboratory Management to the following people:

<i>Personnel</i>	HOD Science	Laboratory Technician	HODs Visual Arts, Arts, Technology	Deputy Principal	Caretaker
<i>Responsibilities</i>	<ul style="list-style-type: none"> <li>• Implementation of Exempt Laboratories Regulations</li> <li>• Locking of labs and prep room (TIC lab)</li> <li>• Ensure all chemicals in school are legal</li> <li>• Ensure all teaching staff are aware of food and drink rules</li> <li>• Induction of new and relieving staff</li> <li>• Ensure practical work is not left for relievers who are not science-trained</li> <li>• Ensure all staff have knowledge of protective equipment and its use and are trained in use and handling of hazardous substances</li> <li>• Student behaviour and dress code, including protective clothing, is communicated effectively</li> <li>• System in place for reporting failures</li> <li>• Appropriate spill kits are kept within 30m of labs</li> </ul>	<ul style="list-style-type: none"> <li>• Inventory of hazardous substances</li> <li>• Checking hazardous properties of new substances</li> <li>• Ensure safety procedures information and Safety Data cards are readily available</li> <li>• Labelling, storage handling, disposal of hazardous substances</li> <li>• Ensure that information on use and maintenance of equipment is available to all who use hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>• Storage, handling and disposal of hazardous chemicals within their departments</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and maintain a school emergency response plan</li> </ul>	<ul style="list-style-type: none"> <li>• Signage warning students and visitors of potential dangers</li> <li>• Procedures for visitors</li> <li>• Communicate with relevant HODs in Art and Technology re use, storage and disposal of hazardous chemicals</li> <li>• Dry powder extinguishers are within 5m of the chemical store</li> <li>• Hazard identification by inspection of equipment and premises</li> <li>• Health and safety procedures for contractors and suppliers are followed</li> <li>• Provide assistance in problem solving regarding health and safety requirements and improvements to the system</li> <li>• Monthly inspection listed in OSH Building Compliance manual</li> </ul>
<i>Responsible to</i>	Principal	HOD Science	Principal	Principal	Principal