**St. Anthony’s Primary School**  
**Toowoomba**  

**Work, Health and Safety Policy**

Implemented: 27th Aug 2007  
Reviewed: 17th February 2014  
Next Review Due: February 2017

**Rationale:**

Dignity, safety and well being of people are central to the Church’s teaching. St Anthony’s School Toowoomba, acknowledges this and recognizes that it is obliged under the Queensland Workplace Health and Safety Act 1995 to ensure the health and safety of each of its workers at work. Additionally, it is obliged to ensure other persons are not exposed to risks to their health and safety arising out of the conduct of School business or undertaking.

The purpose of this policy is to assist in developing, promoting and maintaining a safe and healthy working environment, and to provide a basis on which a sound Health, Safety and Environmental Management System (HSEMS) is built. Through such properly established and implemented systems, students, staff, contractors, and other persons with a legal right to be on School premises, will comply with the requirements of the Queensland Workplace Health and Safety Act 1995.

**Definition:**

Health, Safety and Environmental Management System (HSEMS). That part of the overall management system which includes organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the (HSEMS) policy, and so managing the risks associated with the business of the organisation.

AS/NZS 4801 – 2001

**Values:**

Care and concern for the health, safety and welfare of people using St Anthony’s School facilities.
**Policy Statement:**

St Anthony’s School Toowoomba will endeavour to:

- Ensure the health, safety and welfare of all employees, students and other persons who are legally present on school premises

- Develop, promote and maintain a safe and healthy working environment in which the risk of injury or illness to persons coming on to the premises is minimised.

To achieve these aims St Anthony’s School will develop and implement an (HSEMS) based on preventive risk management principles.

This school is committed to both improving safety culture and continuous improvement of health and safety programs.

As part of (HSEMS) implementation, responsibilities and accountability of the various personnel will be clearly defined, consultative mechanisms will be established, measurable objectives and targets set, and adequate training provided in accordance with TCEO’s AWHS management system provided to the school.

St Anthony’s School will endeavour to adequately resource (HSEMS) implementation through a budget allocation integrated with other management functions.

Monitoring and review of (HSEMS) issues will be undertaken through an annual audit, using an electronic audit tool.

**Policy Consequences:**

- Compliance with all workplace health and safety statutory requirements, Queensland Codes of Practice, Advisory Standards, and relevant Australian Standards as a minimum.

- Quality (HSEMS) implementation

- Improved (HSEMS) outcomes including a safer and healthier environment, and an improved safety culture.

- Health and safety performance data collection and analysis.

- The health and safety policy being available as required to regulatory authorities, suppliers, contractors, and those visiting the school.

- Various moral, ethical and legal obligations are met
In addition to the policy we also provide the following procedures

Guidelines

St Anthony’s School will facilitate this policy through the implementation of the following procedures:

- The development of a long range and annual OHS&W Plan using the resources of the OHSMS.
- The implementation of Evacuation procedures through practice, a minimum of four (4) times a year, at least once a Term.
- The implementation of Lock Down procedures through practice, a minimum of four (4) times a year, at least once a Term.
- The implementation of risk assessment and management procedures for excursions, field trips, camps and activities which are outside normal school routines and where a heightened level of risk may present.
- The implementation of strategies to minimize occasions where health, safety and welfare could be compromised.
- The implementation of student supervision rosters and procedures.
- The implementation of procedures for the Administration of Medication to students by school staff.
- Implementing procedures for responding to specific critical medical conditions in students and staff.
- The implementation of procedures for the reporting of Incidents and Accidents and management of incidents and accidents.
- The implementation of regular Electrical safety switch auditing procedures.
- The implementation of regular Equipment Safety Checks including classrooms and playground equipment.
- The implementation of regular auditing of Fire Reporting and Fire Fighting systems and equipment.
- The use of Visitors and Contractors sign-in and identification procedures when on school premises.