



# The Launceston Preparatory School

Truth and Happiness

## Work Health and Safety Policy

We at The Launceston Preparatory School are concerned about the health and safety of our entire school community. We strive to protect the health and safety interests of all who visit our school. We have a practical as well as a philosophical commitment to our school motto of "Truth and Happiness".

We are particularly conscious of our duty to care for the health and safety of our students. Consistent with our "Paideia" philosophy, valuing the development of the whole child, we believe that children's health and safety has priority in our school equal to that of their academic, social and emotional development.

Ongoing Professional Development within The Launceston Preparatory School on Work Health and Safety issues provides up-to-date and relevant information for employees to assist them to maintain their skills and vigilance in this area. All employees are encouraged to contribute to a consultative safety process.

The school offers an Employee Assistance Program which is available to all staff members, who are encouraged to attend where required. Such participation is anonymous.

### GOALS

To provide a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers' health, safety, mental and social wellbeing.

To engage and consult with all workers and others affected by our business or undertakings to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.

To create a workplace environment where workers and others affected by our business or undertakings are encouraged and supported to raise health and safety issues and help manage and mitigate them.

## OBLIGATIONS

The Board of Management is firmly committed to a policy enabling all work activities to be carried out safely, and with all possible measures taken to remove (or at least reduce) risks to the health, safety and welfare of employees, contractors, authorised visitors, and anyone else who may be affected by our business or undertakings.

We are committed to ensuring we comply with the *Work Health and Safety Act 2012 (Tas)*, the *Work Health and Safety Regulations 2012 (Tas)*, relevant Australian Standards and relevant Codes of Practice.

## RESPONSIBILITIES

### Board and Co-Principals

The Board and Co-Principals of the School as Officers under the Work Health and Safety Act 2012 (Tas) will ensure, as far as is reasonably practicable, the health and safety of:

- all workers engaged or caused to be engaged, by us
- all workers whose activities in carrying out work are influenced or directed by us
- other people, by ensuring they are not put at risk from work carried out as part of our business undertakings.

We will also, as far as practicable:

- provide and maintain a work environment free from risks to health and safety
- provide and maintain safe plant (equipment), structures and safe systems of work
- ensure the safe use, handling and storage of plant (equipment), structures and substances
- provide adequate facilities for the welfare of workers in carrying out work
- provide any information, training, instruction or supervision that is necessary to protect all people from risks to their health and safety arising from work
- ensure that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from our business
- consult with workers on all matters relating to health and safety

### Workers

While at work, our workers must:

- take reasonable care for their own health and safety
- take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of other people
- comply (so far as they are reasonably able to) with any reasonable instruction given by management

- co-operate with any reasonable policy or procedure for work health or safety that has been communicated to them
- not misuse or interfere with anything provided for work health and safety
- report all incidents and near misses immediately no matter how trivial
- ensure they are fit for work to cope with the physical and mental demands of their work expectations
- contribute to the safety of the school by practising good housekeeping in general purpose areas, and in particular by keeping their own work areas free from slip and trip hazards;
- use correct manual handling methods (i.e. bending knees and team lifting). If they are unsure, workers should ask the Business Manager or Co-Principals for further information;
- report any defective or damaged equipment or areas (classroom or playground) to the Co-Principals or Business Manager immediately after it comes to an employee's attention;
- use step ladders to reach objects beyond their normal range, rather than desks or chairs;
- use protective equipment as required for safe working procedures or where otherwise appropriate;
- keep any animal or bird in a clean and healthy condition in a separate area such as a cage or enclosure and appropriately supervise contact between animals and the children;
- when handling chemicals, employees should have an understanding of SDS (Safety Data Sheets) and use personal protective equipment and safe handling procedures where appropriate. (The Chemicals Register and SDS are maintained in the school office.)
- engage in consultation with management to identify, assess and control hazards and the effectiveness of such controls

Plants known to be toxic/dangerous to humans will be removed, or made inaccessible to children who will be educated about the dangers of any toxic plants in the local environment. (Refer to the school poisonous plant audit documentation maintained in the school office.)

#### **WHEN USING AND STORING DANGEROUS MATERIALS, EQUIPMENT AND CHEMICALS:**

- we choose the least hazardous material for the job.
- we make sure all dangerous materials, equipment and chemicals are stored in their original bottles with intact labels. We do not transfer chemicals to another container and do not reuse containers once they are empty.
- we store them in a locked cupboard if original containers do not have child-proof lids.
- storage areas that children cannot access are available for the following:
  - Sharp objects, e.g. knives, which could be hazardous to children
  - Cleaning materials
  - Poisonous substances

- Tools
  - Medicine
  - Toiletries
- any substances that need refrigeration are stored in a labelled child-proof container in a separate compartment or fridge that is not accessible by the children.
  - we follow the manufacturer’s instructions for use, storage and first aid.
  - when disposing of substances, we do so in accordance with manufacturer’s guidelines.
  - when required to dispose of medicine which is out of date or no longer required, we return medicine to the parent/guardian of the child for whom the medicine was prescribed; or give it to the nearest Pharmacy for appropriate disposal.
  - we wear appropriate protective clothing when using dangerous substance (e.g. gloves during cleaning).
  - we seek medical treatment immediately if poisoning, swallowing, inhalation, skin or eye exposure occurs.
  - we make sure that our equipment is always maintained to a high level and are used according to safety guidelines.
  - we properly train employees about hazards and workplace safety practices.

## **FOOD HANDLING**

Classes at The Launceston Preparatory School sometimes conduct teaching experiences involving food. Whilst Tasmanian food legislation does not apply to these experiences, best practice is followed to meet the school’s duty of care. This includes ensuring:

- all participants wash their hands (in bathrooms) before preparing food;
- food is stored safely and, if necessary, kept cold in the refrigerator or freezer;
- food is cooked properly in a kitchen facility;
- staff members taking the activities check student health forms for listed allergies and take action accordingly; and
- utensils are washed in the dishwasher.

When the school provides opportunities for students to purchase lunches (Mondays and Fridays), all items are delivered to the school site ready-made in sustainable packaging. In keeping with the *Food Act (2003) Tasmania* and the Food Standards Code, food products are:

- sourced from reliable suppliers
- appropriately labelled
- maintained in the packaging in which they are delivered
- used by their used-by date or discarded thereafter
- stored and heated at the appropriate temperatures (Records are maintained weekly)
- served in their original containers with single-use biodegradable cutlery, from a kitchen that is maintained in clean condition, by staff who maintain good hygiene practices.

When catering for Outdoor Education camps, the Food Standards Code is observed by:

- sourcing appropriately labelled food from reliable suppliers
- maintaining foods in the packaging in which they are delivered
- storing and heating food at the appropriate temperatures
- freezing meats before transporting in an eski
- cooking foods in a clean kitchen by staff members who maintain good hygiene practices.

### **APPLYING THIS POLICY**

We seek the co-operation of all workers, contractors, visitors and others who may be affected by our business or undertakings.

We encourage and support suggestions to create a safe working environment as a result of all possible preventative measures being taken.

Any suggestions relating to health and safety can be raised in staff meetings or discussed directly with the Co-Principals or school Business Manager.

This policy applies to all business operations and functions, including those situations where workers are required to work off-site.

### **EVALUATION**

Management will review this policy annually, in consultation with workers:

- to assess the effectiveness of the policy
- by reviewing our overall health and safety performance
- by monitoring the effectiveness of policies and procedures.

**We acknowledge that most accidents are preventable and commit the staff and students of The Launceston Preparatory School to providing constant and due care for the health and safety of each other.**

### **Related Information:**

[Health Policy](#)

[Accident / Incident / Injury Reporting](#)

[Guidelines for Staff Members for the implementation of the Grievance Resolution Process](#)

[Privacy Policy](#)

[Sexual Harassment Policy](#)