(4) - WORKPLACE SAFETY AND HEALTH POLICY

The Beehive Montessori School Inc. is committed to a risk management system that will promote, prevent and minimize injury to all individuals on the School’s grounds - employees, parents, volunteers and visitors.

Rationale

- Safety and Health is heavily regulated recognizing workplace dangers, and strict compliance with laws is needed.
- Additionally the School recognizes the need to promote physical and emotional well-being of staff and volunteers.
- The capability to respond immediately to any situation where a staff member, volunteer or visitor is injured.
- Visitors and contractors are frequently working at the School that are not familiar with the environment.

Objectives

The School will:
- Provide a safe physical environment.
- Adhere to the strict compliance of law.
- Minimise the extent of any injury or illness

Links to School and Strategic Plan

The Constitution states that the School may make, vary or repeal rules for its regulation, administration, control and management. Risk of injury can be reduced by training and supervision. Injuries are less likely to materialize when proper risk management and responsible behaviour prevail.

Other Related Issues

The Association of Independent Schools of Western Australia (AISWA) recommends that Schools follow the 3-point ‘SAM’ approach suggested by WorkSafe for ensuring safety at work:
• Spot the hazard;
• Assess the risk; and
• Make the changes necessary.

The ‘SAM’ approach is critical for duty of care and occupational safety and health.

Levels of Responsibility

The School Board is responsible to the School community for:
• developing and adopting the policy.
• ultimately ensuring that all measures have been adopted by the Principal and Staff, that the policy is in place.
• the Safety Auditor’s records and recommendations are analyzed and assessed at School Board level
• Controls must be put in place to eliminate, reduce or minimize risk.

The Principal is responsible for ensuring that:
• the School’s Safety Officer thoroughly inspects the School buildings and grounds at least once per term, to determine work required to maintain the physical environment and to identify hazards.
• appointing a Safety Auditor periodically to thoroughly inspect the School buildings and grounds and identifies and records all potential hazards around the School. The safety auditor should provide a written record complete with recommendations and time line.
• risks are analyzed and assessed at School Board level. Controls must be put in place to minimise risks.
• all staff are appropriately trained to assess risks and be able to impose appropriate controls and safeguards, are fully briefed and vigilant.
• volunteers fully understand their responsibilities of care.
• the appropriate adult supervision is maintained
• there is adequate access for people with disabilities.
• the current insurance policies are adequate.
• in the case of injury, appropriate medical attention is given immediately and recording details in the Incident Register.
• WorkSafe is notified of certain cases of work related injury or disease
• application of “SAM”. Approach is adhered to.
• appropriate contingency plans have been made to deal with emergencies.
• all reported concerns are investigated, remedied and renewed.
• students are educated about safety and their responsibility for themselves and their peers.

The Deputy Principals are responsible for:
• those duties as delegated by the Principal.
• vigilance and assisting the teachers and volunteers.

The Staff is responsible for:
• those duties as delegated by the Principal.
• assessing risks and being able to impose appropriate controls and safeguards.
• vigilance.
• maintaining the appropriate adult supervision, dependent on the risk of activity, age of children, etc.
• awareness of responsibilities of care.
• appropriate medical attention in the case of injury and recording in the Incident Register.
• appropriate contingency plans to deal with emergencies.
• ensuring that students are educated about safety and their responsibility for themselves and their peers.
• clear and precise reporting of any concerns judged to be a safety risk.

The Safety Officer is responsible for:
• thoroughly inspecting the School buildings and grounds at least once per term to determine what improvements, repairs or maintenance are required.

The Safety Auditor is responsible for
• identifying, analyzing, assessing and recording all potential hazards around the School to minimize risks
• providing a written record complete with recommendations and time line.

Documentation

• The Policy and Procedures is documented in the Parent Handbook.
• The Policy, Procedures and Guidelines for staff are documented in the Staff Handbook.
• The Policy, Procedures and Guidelines for Volunteers are documented in the Volunteer’s Handbook.
• The Safety Report is to be reviewed by the School Board.
• The Incident register is to show a detailed record of each incident.
• Document ‘Near Misses’.

**Performance Review and Measurement**

There will be no incidents of injury or lapses in safety risk on the School grounds. The safety of all individuals on the School grounds is of paramount importance to the School.

All potential hazards around the School are to be identified, recorded, analysed and assessed. It is the responsibility of the Principal to ensure that controls are put in place to eliminate, reduce or minimize that risk.

**Activity**

• Annual review of the Policy is required at the School Board.
• Responsibility for all staff to maintain a safe workplace.
• Procedures and Guidelines will be updated in accordance with the Policy.
• The Safety Officer is to inspect and provide a Safety Report twice yearly to School Board.
• Twice yearly review of the Safety Report is to be conducted by the School Board as a responsibility for risk management.

**Related Documents**

• Child Conduct Policy
• Child Health Policy
• Child Protection Policy
• Child Safety Policy
• Complaints Policy
• Emergency and Critical Incident Policy
• Discrimination and Equal Opportunity Policy
• Workplace Safety and Health Policy
• Privacy Policy