

Extracts from

Good Shepherd Lutheran School, Occupational Health, Safety and Welfare Policies

General Statement

Good Shepherd Lutheran School seeks to ensure, so far as is reasonably practicable, that employees, voluntary workers, invitees, contractors and sub – contractors are safe from injury and risks to health while on school premises or involved in school activities.

First Aid

All persons requiring first aid will report to the Senior First Aid Officer. If this person is unavailable they will report to a staff member with First Aid training. Those in charge of sports teams, working in isolated locations, outdoor education and camps are responsible for ensuring that a first aid kit is readily accessible.

Evacuation of Buildings

Evacuation of buildings, if undertaken, will be carried out according to standard fire safety practices. All teachers are fire wardens within their own class and surrounding areas. The signal for evacuation will be continuous ringing of the bell. All persons are to evacuate to the oval immediately upon hearing this signal, even if they suspect it may only be a drill.

Hazardous Substances

All substances are to be used in accordance with the relevant MSDS. Where a substance is brought onto the site it is the responsibility of the person supplying or using the substance to ensure that it can be used without risk of injury to any person present or likely to be present whilst a risk of injury due to the substance exists. Where a hazardous substance requires by law, that regular biological monitoring be undertaken (that is blood, urine or lung function testing) then the substance will not be used in the school. Where it is likely that installed asbestos is present in the area of the intended work, persons must, prior to commencing work in that area consult the Asbestos Register and sign it in the place provided.

Working Alone

Persons using Good Shepherd Lutheran School when alone, at whatever the time of day should, in addition to the safe work practices normally followed, take precautions to ensure that they are safe.

Smoking

1. All existing employees, applicants for employment and persons who use the buildings for social purposes are advised that, at Good Shepherd Lutheran School, the buildings are a smoke free environment at all times.
2. The grounds of Good Shepherd Lutheran School are smoke free at all times.

Plant and Equipment

It is the policy of Good Shepherd Lutheran School that, before introducing any plant, equipment, machinery, materials or processes and hazards that may be associated with such shall be identified and assessed. Control measures to eliminate the risks to health safety and welfare of those who will use it, safe operating procedures and appropriate training shall be put in place in consultation with the Principal and/or the Health and Safety Committee.



Good Shepherd
Lutheran School
A N G A S T O N

OHSW

Sign – In Book

**WORKING BEE
VOLUNTEERS**