

# HEALTH & SAFETY POLICY

**NAG 5  
NO: 509**

## **Purpose**

To ensure all practicable steps are taken to ensure a safe and healthy work environment is established and maintained, safe methods and safe practices are adhered to and legislative requirements are complied with.

## **Guidelines**

1. The Board of Trustees will endeavour to meet all the requirements and obligations within the Health and Safety Employment Act 1992 as well as other relevant Acts, Regulations and Codes of Practice regarding health and safety in schools.
2. A full review of the "Practice for State & State Integrated Schools" from the Code of Practice is to be undertaken annually by the Property Committee.
3. Staff are to be trained in emergency and first aid procedures as per the Staff Information Booklet.
4. Emergency evacuation procedures must be conducted once every term.
5. Senior staff are to review the Register of Accidents at least every six months to identify any possible trends that may be occurring.
6. An accident register will be maintained detailing accidents to both staff and students. All injuries of a serious nature occurring in the workplace, will be investigated by the Principal.
7. All visitors & trades people must register at the school office on arrival.
8. Employees will be provided access to a copy of the Ministry of Education Health and Safety Code of Practice for State and State Integrated Schools.