

Westminster Christian School

est. 1981

Educating for Time and Eternity

Policy No. 62 Safe Work Site

Whoever listens to me will live in safety and be at ease without fear of harm.

Proverbs 1:33

Rationale

That Westminster Christian School is a safe environment for children, staff, workers and visitors while on the school site.

That as a BOT we need to identify and manage hazards to ensure as much as we can that anyone on the school site is safe.

Procedures

1. Emergencies

- All teachers and admin staff have the eTAP (school database) App on their phones, providing all contact information for all students.
- All emergency contacts are also stored in hard copy in the Student Details folder in Reception.
- Communication is also open to parents through Facebook.
- Children are sent to A&E on Home Place if it is not ambulance related treatment. At all times a staff member will be with the child until a parent/caregiver arrives at the appropriate emergency venue to take charge of their child.

2. Environment is Clean and Hygienic

Our cleaning company can be notified if there is a problem and they do spot checks each month.

3. Environment Well Lit

Monthly BOT checks are done so electricians can be notified where appropriate.

4. Environment Is Well Ventilated (Temperature / Humidity)

All classes have heat pumps / air conditioners operating. All classes have excellent windows for ventilation.

5. Work Machinery / Tools

Our work machinery and tools are maintained, checked and cleaned. This shed is out of bounds for our pupils. Any control devices on any machine must be locked in an inoperable position when not in use.

6. Hazardous Work On Site

- The Principal is responsible to ensure Contractors make sure all appropriate safety measures are taken / protective clothing and any supervision / training is done where appropriate. Checks and balances may be delegated to other members of staff or board.

- Any hazardous substances will be used according to strict controls / protective clothing will be used where appropriate. This includes atmospheric contaminants – safety measures would be used where appropriate.
- Our Science Chemicals are stored in a secure container in our Tech Room.
- Safe drinking water is on site.
- In a civil emergency we have a large holding tank behind the Caretakers Shed with water if needed – chlorine tablets would need to be used in this tank before drinking however.

7. Seating / Eating

- Children / staff have good seats / desks for their appropriate tasks.
- Eating areas for staff and children are reasonably sheltered and comfortable and are separated from any work plant, materials, atmospheric contaminants, dirt, noise or any other hazards.

8. Notifying Hazards

- Monthly checks are done by the BOT Property Committee.
- Principal reviews the First Aid Records each term to see any patterns regarding accidents.
- Office operates an online incident book via E-Tap so incidents are placed on individual files.
- Staff input is always sought via staff meetings / discussion / staff rep to BOT.
- Parents are surveyed for hazards in our environment annually.
- Any serious accident involving emergency teams will be notified to WorkSafe and our local Ministry Office.
- Records will cover all worksite near misses, accidents, occupational illness, serious harm and fatalities. If a person is seriously harmed while working, the scene must be left untouched until WorkSafe arrives.
- The Principal or H&S Rep signs daily a Fire Sheet identifying all exits are clear in the main auditorium.
- The Principal has an earthquakes / Fire / Blue Code (stranger with a weapon on site) practice each term.
- What happens when a significant worksite hazard can't be removed?
 - Take all reasonable steps to minimize the likelihood of the hazard causing harm;
 - Monitor employees exposed to the hazards / get help if appropriate.
 - Provide an appropriate protective clothing if needed eg. Masks, hard hats.
 - Principal to provide a link of communication to site workers so communication is clear to all school employees / children on site (identify any potential hazards and act on it).
 - If hazards are identified – manage them (talk to BOT and BOP) and if there's no resolution see appropriate agencies and issue a hazard notice.

9. Scaffolding On Site

- Objects on a worksite need to be raised up so that work can be carried out underneath then employers must ensure the object is supported so that it can't fall or be lowered onto people below it. This may involve scaffolding. The scaffolding must be appropriate for the task.
- If there is anywhere on our worksite that an employee could be injured from someone falling, safety devices must be used.

10. Self-Propelled Mobile Work Equipment

- Equipment that is to be used (self-propelled mobile) must be fitted with safety features eg. Seat belt.
- If equipment gets damaged and safety is compromised no employee can use it until it has been repaired or replaced to manufacturer's specifications. (Principal needs to sight this paperwork).
- If anyone works on an excavation face higher than 1.5 metres they need to ensure the face is shored with suitable material of sound quality, bracings, jacks

and struts to prevent accident displacement. Packaging and wedges must be held by nails or spikes.

- An open excavation may catch water and become dangerous. It must be fenced or covered to prevent access.

11. Hazardous Containers of Liquids

- Any hazardous containers must be stored securely eg. Petrol, Sprays, Paints and Cleaning materials

12. Safety Around Loud Noise

- Definition - If a worker has to shout at someone no more than a metre away to be heard the noise level is too high.
- Try to reduce noise level if you can, hard in a typical classroom.
- Issue hearing protection if appropriate.
- Noise can be reduced through engineering solutions eg. baffles, walling off.

Conclusion

We are, as a Board and school, aware that hazards must be minimised where possible but realising staff need to take their own individual responsibility for health and safety.

All safety requirements for our tasks need to be followed whenever appropriate.

We need to help new staff and visitors be aware that school safety is our priority. Training and orientation will be provided for all new and existing staff and staff are consulted and given an opportunity to speak into health and safety issues as they arise.

All incidents, unsafe gear will be discussed so that safety is maintained and potential harm is avoided. Any legal reporting to outside agencies eg. WorkSafe will be done as required and whenever appropriate.

Realise that our own tiredness, stress or risk taking can possibly cause harm to our fellow employees.

Realise that work can be refused if you think serious harm will be caused beyond an already accepted risk level. This area of concern needs to come to Board level and may need further investigation by an expert.

The Boards need to support the safe and early return to work of an injured employee.

We need effective procedures for hiring and monitoring contractors on site to ensure their, and visitors, safety is paramount.

This Policy will be reviewed annually.

Chairman: _____

Adopted: February 2016

Reviewed: August 2020
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