

# HEALTH AND SAFETY POLICY



## PURPOSE


Our Board of Trustees will take all practicable steps to ensure the safety of staff, students, visitors and contractors by complying with relevant health and safety legislation and codes of practice in line with the new regulations of the Health & Safety at Work Act 2015 which comes into force in April 2106. Everyone in our Deaf Education Centres will have a responsibility for Health and Safety in the workplace and it is recognised that staff, public, students and contractors will take all reasonable and practical steps to keep themselves and others safe.

A Person Conducting a Business or Undertaking (PCBU) primary duty of care is to ensure that the workplace is without risk to the Health, Safety and Well-Being of our students, staff, visitors including contractors responsible for implementing the health and safety. A PCBU is identified as an organisation created by legislation.

As per the Health & Safety at Work Act 2015, actions should be fair, reasonable and practical.

1. The Deaf Education Centres recognise their responsibility to create, implement and develop a culture to create a safe working environment.
2. EOTC is recognised as posing a significant risk, therefore thorough risk analysis and prevention plans need to be put in place and approved by the delegated authority.
3. Health and Safety Representatives are consulted on and have opportunities to participate in health and safety management of the physical work environment.
4. Decisions following the identification of any psycho-social hazards e.g. violence, bullying etc. are to be managed as per the relevant procedure.
5. Ensuring our Centres have effective methods and procedures for identifying risks
6. Significant risks will be controlled by:
  - Eliminating or isolating any risk that is likely to cause harm to staff, students, or other people.
  - Minimising the effects of risks, if they cannot practicably eliminated or isolated
7. Emergency plans and procedures are in place for all foreseeable emergencies that may arise in the workplace
8. New and existing staff will be provided with appropriate orientation, training and supervision in Health and Safety Management including contractors and visitors to the Centre.
9. Procedures are in place for recording, reporting and investigating injuries

10. The Board of Trustees commitment to continuous improvement in health and safety and to comply with all relevant Health and Safety legislation.
11. Commitment to the evaluation, review and updating of our Health and Safety policy and procedures.
12. Our Centres will support the safe and early return to work of injured employees
13. Ensuring Unions are provided with updates regarding Health and Safety management at the Centres.

<p><b>Date Ratified by Board:</b> _____ <u>23 May 2016</u> _____</p> <p><b>Chairperson - Signed for BOT:</b> _____  _____</p> <p><b>Review Date:</b> _____</p>
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KDEC related policies/procedures	VADEC related policies/procedures
<ul style="list-style-type: none"> <li>• Animals at School</li> <li>• Anti Bullying and Harassment</li> <li>• Child Protection</li> <li>• Civil Defence Response</li> <li>• Emergency Closure of School</li> <li>• Informed Consent</li> <li>• Internet Email Cyber Safety</li> <li>• Medical Issues – School</li> <li>• Pandemic Plan/Influenza</li> <li>• Pastoral Care</li> <li>• Protected Disclosure</li> <li>• Sexual Harassment</li> <li>• Stand Down and Suspension</li> <li>• Sun Safety</li> <li>• Video Surveillance</li> <li>• Visitors</li> <li>• Water Safe</li> <li>• Well-being</li> <li>• Smoke Free</li> <li>• Education Outside the Classroom</li> <li>• Fleet Management</li> <li>• Food Safety Act 2014 (needs to drafted)</li> </ul>	<ul style="list-style-type: none"> <li>• Administering Medication</li> <li>• Behaviour Management</li> <li>• Centre Transport – on Base</li> <li>• Communicable Diseases– Preventing the spread of</li> <li>• Cyber Safety</li> <li>• Dealing with Child Abuse Allegations Against Staff Members</li> <li>• Drug and Alcohol</li> <li>• Emergency Preparedness</li> <li>• Protection from the Sun</li> <li>• Reporting Child Abuse and Neglect</li> <li>• Sexual Harassment</li> <li>• Smoke Free</li> <li>• Staff Safety</li> <li>• Traumatic Incidents and Crisis Management</li> <li>• Visitors</li> <li>• International Student Welfare and Safety</li> <li>• Lockdown (Reverse Education Plan)</li> <li>• Fleet Management</li> <li>• Video Surveillance</li> <li>• Pandemic procedures</li> <li>• Stand down and Suspensions</li> <li>• <i>Education Outside the Classroom?</i></li> <li>• Food Safety Act 2014 (needs to drafted)</li> </ul>