



Workplace Health & Safety Policy

Policy

The Beehive Montessori School Inc. is committed to a risk management process that will promote, prevent and minimise injury to all individuals on the School's grounds – employees (including contractors), students, parents, guardians, volunteers and visitors.

Background

The School promotes the physical and emotional well-being of students, employees and volunteers.

The School has the capability to respond immediately to any situation where an employee, student, parent, volunteer or visitor is injured on-site.

Visitors and contractors working at the School are frequently not familiar with the environment.

Implementation

The School shall:

1. Have a risk management process that involves the following steps:
 - 1.1. Identify hazards;
 - 1.2. Assess risks of injury or harm arising from each identified hazard, including psychosocial risks;
 - 1.3. Address risks through implementation of control measures to eliminate or reduce them.
2. Strive to provide a safe physical and supportive environment.
3. Strictly comply with the law.
4. Ensure controls are put in place to eliminate, reduce or minimise risk and to minimise the extent of any physical or psychosocial injury or illness.
5. Ensure all Staff are aware of the Employee Assistance Program (EAP).
6. Ensure the Safety Officer/Representative thoroughly inspects the school buildings and grounds regularly to determine work required to maintain the physical environment and to identify hazards and record these hazards and remedial actions on the Hazard Identification form.
7. Minimise risk by maintaining buildings and grounds in accordance with the Maintenance and Replacement Schedule.
8. Appoint a safety auditor to periodically thoroughly inspect the School buildings and grounds, and identify and record in writing all potential hazards around the School, and provide recommendations and time line for remediation;
 - 8.1. the Safety Officer acts on the recommendations, delegating work as appropriate;

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9. The safety auditor's records and recommendations, and works completed, shall be assessed by the Board.
10. Ensure that staff are appropriately trained to assess risks and be able to impose appropriate controls and safeguards and are fully briefed and vigilant.
11. Ensure classroom teachers maintain current first aid training and provide regular training on anaphylaxis and asthma management.
12. Ensure that volunteers fully understand their duties of care and associated responsibilities.
13. Ensure there is adequate access for people with disabilities.
14. Maintain current insurance policies and ensure they are adequate.
15. In the case of significant injury, immediately give appropriate medical attention and record details in the incident register. Staff are directed to procedures outlined in the Injury Management System.
16. The Principal shall report 'notifiable incidents' to WorkSafe in accordance with the flow chart below.
17. Ensure that appropriate contingency plans have been made to deal with emergencies.
18. Investigate and respond to all reported concerns.
19. Educate students about safety and their responsibility for themselves and their peers.
20. Ensure appropriate adult supervision, dependent on the risk of activity and age of students.
21. Have a 'zero tolerance' of the use, possession and / or distribution of illicit drugs and the unsanctioned use and distribution of drugs such as alcohol, tobacco and prescription drugs in the School environment including School buildings or grounds, or during School activities; and the investigate, document and if appropriate report suspected substance abuse to the police.

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INCIDENT OCCURS



Administer First Aid and/or Call Emergency Services if Required

Ensure the Site is Safe



Is it a notifiable incident?

- Death of a person
- A serious injury or illness
- A dangerous incident

and which

- Occurs at the School
- Involves an employee, contractor, visitor, member of the public or volunteer
- Includes environmental and psychosocial hazards



Principal to Report the Incident to WorkSafe

- As soon as circumstances permit



To report a death, serious injury or illness, or life-threatening dangerous incident, preserve the site and immediately call WorkSafe on 1800 678 198



For a non life-threatening dangerous incident, preserve the site and immediately notify [WorkSafe online](#)

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Related Documents and Resources

[Work Health and Safety Act 2020](#)

[WorkSafe Notifiable Incidents](#)

Student Health Policy

Child Protection Policy

Complaints and Feedback Policy

Critical Incident and Emergency Management Policy

Anti-Discrimination and Equal Opportunity Policy

Risk Register

Injury Management System

Safe Work Method Statement

Privacy Policy

Safety Audit Report

Safety and Environment Checklist

Staff Handbook

Volunteer Handbook

Hazard Identification Form

Maintenance Log

Maintenance and Replacement Schedule

First Aid Training Record

Approved 12/6/23 by the Board Policy Committee. Next review due 12/6/25

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