



# Safe Schools

occupational health & safety compliance

Safe Schools provides practical advice and guidance for school principals and executives, so that they can understand their legal and moral responsibilities for the health and safety of their school community. Safe Schools offers assistance to identify, prioritise and act on key issues to establish a health and safety culture with effective policies and procedures to meet Occupational Health & Safety Regulations.



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## Does your school meet NSW Occupational Health & Safety standards?

- ✓ Do you have an OH & S Committee with a role description and a management plan?
- ✓ Is your school compliant with chemical management (MSDS)?
- ✓ Have you developed guidelines, policies and procedures to support the effective implementation of OH & S practices?
- ✓ Is your staff familiar with risk and hazard assessment (excursions, sporting activities, road safety procedures, fêtes, canteens, cleaner, clothing pool, etc.) to enable them to develop strategies to eliminate or minimise risk?
- ✓ Have you implemented and maintained an injury and accident reporting system as required by law?
- ✓ Do you have a submissions register for OH & S minor works and maintenance to enable a program of improvement in the safety of school facilities?
- ✓ Do you have checklists to regularly assess the classrooms, buildings and playground for OH & S compliance?
- ✓ Do you have an induction policy and program with procedures for new employees, contractors, visitors and casual staff?
- ✓ Have you developed an information manual for all staff?
- ✓ Do you have policies and procedures to ensure the health and well being of your staff and students?
- ✓ Do you have your school's present and past OH & S documentation available in case of litigation?
- ✓ Do you have regular drills for evacuation, fire and lockdown and the documentation as evidence?
- ✓ Do you have policies and procedures in place to enable a rapid and effective response to accidents, evacuation and critical incidents?
- ✓ Is there a process for identifying risks and hazards in your school?
- ✓ Is your staff appropriately qualified in first aid, CPR, etc?
- ✓ Are fire equipment and signage checked annually?
- ✓ Does your school have hygiene and infection control policies and procedures in place?
- ✓ Does your school have a cash-in-transit policy and procedures?

**Contact Safe Schools today for an initial assessment of your OH&S compliancy.**