



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

## OCCUPATIONAL HEALTH AND SAFETY POLICY

Penleigh and Essendon Grammar School is committed to providing and maintaining, so far as is practicable, a safe and healthy working environment for both staff and students and a safe and secure environment for contractors and other visitors to the school.

In order to fulfill the responsibility the school makes a commitment to:

1. Provide and maintain a safe environment and systems of work.
2. Implement and monitor procedures for the safe use, handling and storage of plant, equipment and substances.
3. Maintain the premises in a safe and healthy condition.
4. Provide information, training and supervision to ensure that all staff can work safely.
5. Ensure compliance with all relevant Acts, Regulations and Codes of Practice is the minimum acceptable standard at the school.
6. Consult with staff to ensure the effective operation of this policy and to ensure that health and safety issues are promptly addressed and regularly reviewed.

This policy will be periodically revised, in order to ensure consistency with the school's stated health and safety objectives.

### **Please Note:**

1. Staff are in the first instance responsible for their own health and safety and for those working around them.
2. Staff are required to comply with all regulations, to follow safe working practices, to use protective clothing and other safety equipment where it is supplied and to report potential and actual hazards to their Head of Section, or a member of the Occupational Health and Safety Committee.

The school seeks the cooperation and active participation of all staff members so as to ensure the effectiveness of the Occupational Health and Safety programme.

*Policy updated 2002  
Review: April 2009*