Student Health and Safety Policy

Rationale

The Workplace Health and Safety Act 1995 outlines a number or obligations to manage risks. These obligations extend to managing risks associated with equipment use in schools. To ensure that the staff and students are compliant with this act the following guidelines are to be implemented and followed.

Aim

The aim of the Student Health and Safety Policy is to ensure that students are learning in a safe environment where risks are minimised.

Procedure

Staff Responsibilities

• Heads of Department will notify students of any safety equipment needed to complete units of work through the booklist published the semester prior to commencement.
• Classroom teachers will give safety induction courses/lessons before commencement of work on any piece of equipment or substances that have associated dangers attached to it. All lessons will align with the Safe Operating Standards outlined through the following website:
• In addition to ensuring that safety induction courses comply with Education Queensland policies, the Heads of Department and classroom teachers must also ensure that operating standards comply with QSA or other agency's accredited work programs or courses of study.
• The Head of Department will ensure that laminated copies for safe operation of all equipment are clearly visible on or beside each piece of equipment.
• The classroom teacher will constantly model safe operating standards to students and remind students of the appropriate use of equipment following the procedures outlined on the Safe Operating Procedures poster.
• The classroom teacher will report any misuse of equipment by a student on OneSchool and then to the relevant Head of Department or Year – depending on the severity of the misuse or conduct.
• Heads of Department and classroom teachers are responsible for reporting maintenance/safety issues immediately.

Student Responsibilities

• Students must follow all safety instructions and procedures pertaining to individual subject areas and pieces of equipment or substances at all times.
• Students must bring any safety equipment (Personal Protective Equipment) listed on the booklist to all classes in that subject and use it at all times indicated by the classroom teacher and the safe operating guidelines for the relevant equipment. Personal protective equipment comprises clothing, equipment and/or substances used to protect part or all of the body from foreseeable work-related injury or illness. This equipment may include sun safe clothing, protective footwear, breathing apparatus, hearing protection, eye protection, sunscreen lotion, hat and gloves.
• Students who fail to meet the required personal protective equipment requirements for a lesson will not be permitted to participate in that lesson. If students repeatedly fail to meet the safety requirements of a subject, they may be asked to leave that subject and faculty area and choose another subject.
Consequences for Breach of Policy

Students who fail to handle equipment and/or substances safely will be required to enter into the following process:

**Minor incident**

A minor incident involves students not following procedures that may cause minor harm to himself/herself or another person. Minor harm is classified as one where First Aid treatment can be given by the First Aid officer at the school.

Stage 1: Warning by classroom teacher and OneSchool documentation of the incident

Stage 2: Referral to HoD for an interview, contact with parent and possible after school detentions

**Major incident**

A major incident involves students not following procedures that may cause major harm to himself/herself, another person or student. It can also involve students who are repeatedly implicated in minor incidents. Major harm is classified as one where First Aid treatment would need to be administered by a registered health professional e.g. Doctor, Nurse, Paramedic.

Stage 1: Referral to HoD and Head of Year for an interview, followed by a suspension.

Stage 2: Referral by HoD to Head of Year for a second interview and possible change of subject. If the Student cannot be moved from the subject then the student may need to complete theory work for the remainder of the unit.

Teacher notes for implementing SOPs (from the Education Queensland website)

- **Access**
  a generic SOP (word document) from the website link provided above.

- **Review**
  content of documents – there are benefits in using a number of staff in this discussion or process.

- **Edit**
  documents as required - changes may be necessary to reflect local circumstances.

- **Print**
  documents – SOPs should be laminated, then signed and dated with permanent pen to indicate that the information reflects your school’s situation. All workplace health and safety documentation should be kept in a secure place and accessed as needed.

- **Induct**
  all relevant staff in the use of these documents and develop processes for the on-going instruction of staff eg included in staff handbook for new and casual staff.

- **Carryout**
  checks as scheduled on checklists and record any maintenance to equipment as soon as possible after maintenance work is completed.