

OHS policy

Effective: 16/05/2024



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Ministry of Education, National Heritage, Culture & Arts and Youth & Sports

POLICY IN OCCUPATIONAL HEALTH AND SAFETY IN MoE OFFICES AND SCHOOLS

CONTENTS

	TOPIC	PAGE
1.0	POLICY OBJECTIVE	2
2.0	POLICY	2
3.0	BACKGROUND	3
4.0	DEFINITIONS	3
5.0	RELEVANT LEGISLATION AND AUTHORITIES	4
6.0	PROCEDURES	4
7.0	GUIDELINES	15
8.0	EFFECTIVE DATE	16
9.0	REVIEW DATE	16
10.0	KEY SEARCH WORDS	16
11.0	APPROVED BY THE MINISTER FOR EDUCATION	16

1.0 POLICY OBJECTIVE

The primary objective of this policy is to safeguard the welfare and safety of teachers and students so that they can maximize their productivity in their daily school activities. The health and safety of other school employees and visitors is also an important component of this policy. Compliance with the procedures and guidelines as outlined through this policy will ensure that schools in Fiji become safe as well as healthy and productive environments for teaching and learning.

This policy provides clear statements on the responsibilities of those in authority at the Ministry of Education, National Heritage, Culture & Arts and Youth & Sports (hereon after abbreviated to MoE) and schools. It details procedures and guidelines on safety measures and sound practices to promote productivity in the workplace.

2.0 POLICY

2.1 This policy shall be read in conjunction with' the MoE's *Occupational Health and Safety Manual for Schools*.

2.2 The MoE and schools' managements shall ensure that all their offices and school buildings are safe and healthy workplaces.

2.3 The MoE and schools' managements shall involve employees in the development and promotion of health and safety programmes and procedures.

2.4 The MoE and schools' managements shall rate highly the importance of health and safety matters together with results, productivity, costs and achievement of corporate goals.

2.5 The MoE and schools' managements shall ensure that everything possible and practicable is done to eliminate risks to health or safety and to provide hazard free workplaces and learning environments.

2.6 The MoE and schools' managements shall meet the standards required for the school facilities and the learning environment to minimize the occurrence of accidents and sickness and also to improve classroom performance.

2.7 The MoE and schools' managements shall at all times support and encourage employees' participation in OHS matters through the Health and Safety Committees and Health and Safety Representatives with whom it will establish and undertake regular consultations.

2.8 MoE officers, school teachers and ancillary/auxiliary staff of schools shall contribute positively by reporting all potential health and safety hazards to their Supervisors, Health and Safety Committees or Representatives or Heads of Sections.

3.0 BACKGROUND

The Health and Safety at Work Act (HSAWA) 1996 came into force on 1st November 1997. The Act applies in full to all schools because they fall within the definition of a workplace.

The implementation of the Health and Safety at Work Act 1996 in schools is the shared responsibility of the MoE, school committee, school principals, vice principals, assistant principals, head teachers, assistant head teachers and heads of department. The responsibilities also filter down to teachers when they are in control of a class whether inside the classroom or outside.

The school management is primarily responsible for the health and safety of all who patronize their school premises (whether as teachers, students, ancillary/auxiliary staff, parents and visitors) and are therefore liable for any injuries caused on the school premises under their control.

4.0 DEFINITIONS

- 4.1 **School management** means the school manager and members of the school committee/School Board, and also refers to the Principal, Head Teacher, Vice Principal, Assistant Principal and Assistant Head Teacher.
- 4.2 **School head** means the principal as in the case of secondary school and the head teacher as in the case of primary school.
- 4.3 **School environment** includes school road entry, gardens/farms, trees, sports fields, play areas, incinerator, toilets, taps, well, water tanks, washrooms, showers, rest areas, fish ponds, poultry yard, piggery and cow paddock.
- 4.4 **Special learning area** includes mosques and churches used by the school.
- 4.5 **Special excursions and festivals** includes picnic, sports tournaments, fieldtrips, educational competitions, festivals, fund raising activities national days, swimming pools, beaches, rivers/lakes and theaters.
- 4.6 **Overloading** means taking of students/teacher in punt/boat/vehicles and any means of approved transportation beyond their capacities.
- 4.7 **Approved transportation** means any form of transport approved by the Permanent Secretary for Education.
- 4.8 **Field staff** to include Divisional education officers, Senior Education Officers, Education officers, Education Advisers, Administrative support staff and all officers authorized to travel.
- 4.9 **Chief Health and Safety Inspector** means the Permanent Secretary for Labour.
- 4.10 **The Board** means the National Occupational health and Safety Advisory Board.

- 4.11 **Accredited trainer** means a person for the time being approved by the Board under Section 35 (1) (c) of the Act to conduct an accredited training course.
- 4.12 **Accredited training course** means any training course for the time being approved by the Board under Section 35 (1) (C) of the Act and conducted by an accredited trainer.
- 4.13 **School visitors** mean those who report to the office upon entering the school premises for educational/business matters. Those who fail to report to the office shall be deemed as trespasses and the school management will not be liable for their welfare.

5.0 RELEVANT LEGISLATION AND AUTHORITIES

- 5.1 Fiji Government. 1996. **Health and Safety at Work Act**. Government Printery, Suva.
- 5.2 Fiji Government. 1997. 'Health and Safety at Work (Representatives and Committees) Regulations'. **Fiji Republic Gazette Supplement**. 49: 520 – 525. Government Printery, Suva.
- 5.3 Fiji Government. 1997. 'Health and Safety at Work (Training) Regulations'. **Fiji Republic Gazette Supplement**.
- 5.4 Fiji Government. 1997. 'Health and Safety at Work (Administration) Regulations'. **Fiji Republic Gazette Supplement**. 49: 529 – 535. Government Printery, Suva.
- 5.5 Ministry of Education. 1994. 'Safety of Students'. **Education Gazette**. LXVI (2): 9 – 13.
- 5.6 Stellman, J. M. 1998. **Encyclopaedia of Occupational Health and Safety**. 4th Edition. Vol. I-IV. International Labour Organisation.

6.0 PROCEDURES

6.1 Short Title

- 6.1.1 These procedures must be cited as the Health and Safety at Work Regulations for Schools and Education Workplaces.

6.2 Application

- 6.2.1 These procedures shall, except where otherwise stated, apply to: -
- (a) Classrooms including all buildings used for teaching and learning
 - (b) Teacher's Quarters
 - (c) Hostel, Dining room, kitchen and associated facilities
 - (d) School environment

- (e) Special learning areas
- (f) Special excursions, Fieldtrips and Festivals
- (g) Other facilities used outside the school environment for teaching, learning and other related activities
- (h) All MoE offices and where official MoE businesses are conducted.
- (i) School Canteen

6.3 Policy to bind all Schools

- 6.3.1 These procedures shall bind Government and non - Government Schools (See Section 4 of the Health and Safety at Work Act).

6.4 Establishment of OHS Committees

- 6.4.1 A school management which employs less than 20 workers shall appoint a health and safety representative.
- 6.4.2 A school management which employs 20 or more workers shall establish a health and safety committee for that school.
- 6.4.3 A health and safety committee shall not have fewer than 6 members.
- 6.4.4 A workers' representative on a health and safety committee shall hold office for a period of two years, with a proviso that the representative may be re-elected at the end of the two year term.
- 6.4.5 The workers' representative on a health and safety committee shall elect one of their members to be the chairperson of the committee after the establishment of the committee and thereafter as the occasion requires.

6.5 Formulation of School OHS Policy

- 6.5.1 School management under Section 9 (2) of the Health and Safety at Work Act are required to develop a health and safety policy for the school in consultation with its workers and with other persons the employer considers appropriate.
- 6.5.2 School management should ensure that the school health and safety policy contain the following:
 - (a) A general statement of expression of management's attitude and commitment to OHS;
 - (b) A set of general guidelines for OHS functions;
 - (c) Accepted primary responsibility for OHS functions including the provision of resources.
 - (d) Clear lines of responsibility and accountability at all levels including school management, school head, workers, contractors, customers and visitors.
 - (e) Expression of support for joint consultation on all OHS matters (OHS Reps and Committees and other stakeholders)

- (f) A reference to quality assurance programmes.
- (g) This would be reviewed every 6 months.

6.5.3 The following points should also be noted:

- (a) Length of the policy should not exceed one page.
- (b) Policy to be written under the school's formal letter head.
- (c) Policy to be signed and dated by the school manager.

6.5.4 School management shall send a copy of the school's draft health and safety policy to the Chief Health and Safety Inspector (Permanent Secretary for Labour) for vetting before it is typed under the school letterhead and signed by the school management.

6.5.5 The school management shall provide information about the health and safety policy for the school to all its workers, students and visitors.

6.5.6 The school management shall ensure that a written and dated health and safety policy, signed by the school manager is displayed in all designated work areas for the workers, visitors and students to read and understand.

6.6 Conduct of OHS Training

6.6.1 The school management is responsible for the conduct of health and safety training for all persons working in the school, including students so as to perform their tasks safely and without risks to their health, the health and safety of any other worker or workers in the school or any other persons visiting.

6.6.2 The school management is responsible for providing such information, instruction, training and supervision to employees such as necessary to enable them to do their work in a safe manner and without risk.

6.6.3 Training for health and safety committee members and health and safety representative established at a school shall be provided by the employer of the persons employed at the workplace without loss of pay (Section 17/20 of HASAW Act, 1996).

6.6.4 The training shall be provided as soon as practicable after a representative has been nominated by the employer or a committee member elected by the workers and shall consist of:

- (a) Functions of the health and safety representative and committee
- (b) Applicable health and safety regulations.
- (c) Inspection – hazard identification, assessment and control
- (d) Accident and complaint investigation; and
- (e) Effective communication

- 6.6.5 The training to be provided to health and safety representatives and members of a health and safety committee established in the school by an accredited trainer and in accordance with an accredited course.

6.7 Notification of Accidents and Other Matters

- 6.7.1 Any workplace accidents, incidents or diseases, whether or not it causes death of, or bodily injury to any person must be reported to the Chief Health and Safety inspector not later than 48 hours after the occurrence.
- 6.7.2 Written notice of the accident, incident or disease should be made on Form OHSF 1. OHSF 2 to be filled and retained by the school and MoE.
- 6.7.3 In case of serious injury immediate notice by the most expedient means shall be given to the Chief Health and Safety Inspector followed by a written notice.
- 6.7.4 In case of rural and isolated schools where notification of accidents cannot reach the Health and Safety Inspector not later than 40 hours, immediate notice must be given to the health and Safety inspector by the most expedient means followed by a written notice.

6.8 Notification of Certain workplace

- 6.8.1 In schools where there are twenty or more workers employed, the school management shall give notice each year of the prescribed particulars of the workplace by filling form OHSF 3.
- 6.8.2 The school management or the person in control of the workplace shall give notice no later than 31st March each year.
- 6.8.3 In schools where twenty or more workers are employed, the fee payable for the annual registration shall be \$50.00 plus \$2.00 for each person employed whether casual or permanent.
- 6.8.4 The \$50.00 and & \$2.00 registration fees for each person employed whether casual or permanent is to be paid by the School management.

6.9 Display of Act and Regulations and other relevant information

- 6.9.1 School management shall ensure that a copy of the Health and Safety at Work Act - 1996 and a copy each of the supplementary regulations are available in the school and shall be made available to the workers, students and visitors upon request.
- 6.9.2 School management shall display on an OHS notice Board in a prominent place to which all the workers, students and visitors have access or make available to the workers, students and visitors a copy of the following:

- (a) Sections 16 – 25 of the Act.
- (b) Legal Notice 168 – Health and Safety at Work (Representatives and Committees) Regulation 1997.
- (c) The school's health and safety policy.
- (d) Minutes of OHS meeting.

6.10 Establishment of hazard identification and workplace assessment strategy

6.10.1 School management shall ensure that the schools establish a mechanism for hazard identification, assessment and control to ensure a healthy and safe work environment.

6.10.2 School management in consultation with the school's health and safety representative or health and safety committee shall:

- (a) Introduce an on going programme to identify, assess and control potential health and safety hazard;
- (b) Carry out regular health and safety inspections of the schoolwork areas and school practices;
- (c) Put in place procedures for reporting hazards and inform the staff and students accordingly;
- (d) Report and enter all incident/ accident data on a suitable register;
- (e) Investigate accidents and the findings recorded, including a formal report for serious accidents to be filled (Form OHSF 1);
- (f) Review accidents/incidents data on a regular basis and analyze trends;
- (g) Set up systems for follow up procedures to ensure that corrective action is taken as a result of workplaces inspections, accident investigation or hazard reports;
- (h) Identify potential on site emergency situation and develop and implement emergency procedures;
- (i) Provide personal protective equipment where required and ensure that they are used correctly and maintained in a serviceable condition. (E.g. ear muffs and eye goggles in technology areas.);
- (j) establish a system to ensure that OHS risks associated with contractors are adequately managed;
- (k) set up procedures for identifying and meeting legislative requirements, standards and codes for purchasing, storage and use of hazardous substance. (Section 52 – 56 of the Health and Safety at Work Act, 1996).

6.11 Development of Schools Safety Procedures

6.11.1 School management in consultation with the health and safety representative or health and safety committee shall develop and implement safety procedures in the school.

6.11.2 School safety programme shall include the following:

- (i) The safety of students, teachers and other workers on school premises
- (ii) The safety of students on roads

- (iii) Safety of students, teachers and other workers when using other modes of transport such as boats
- (iv) Safety of students and others when disasters arise e.g. fire, tsunami.

6.11.3 School management shall ensure that safety programmes are carefully planned and safety procedures and precautions should be clearly stated and explained to the workers, teachers and students and where possible, displayed and demonstrated to them.

6.11.4 School management shall provide safety measures to ensure that all teachers, workers and students are free from any risks to their health and/ or safety.

6.12 Emergency Evacuation Plan

6.12.1 The school management shall ensure that the school has procedures in place to manage all foreseeable emergencies.

6.12.2 The evacuation plan shall include a map indicating evacuation routes and shall be on display throughout the school

6.12.3 School management shall ensure that emergency and evacuation drills be conducted regularly.

6.13 Educational travel and transportation on punt/boat/vessel

6.13.1 All school management and school heads should be responsible for: -

- (a) The safety of children while traveling on a regular or hired punt/boat/vessel provided under the educational transport scheme.
- (b) The up keeping of punt/boat/vessel and outboard engine and to ensure that they are in good working conditions and sea worthiness at all times.
- (c) The verifying supervision of loading in boats.
- (d) The restricted time of traveling from 7.00am – 5.00pm and to travel only in good weather and in daylight.
- (e) Ensuring that all hired boats/punts/vessel have safety features including life jackets or floaters.
- (f) The recording and checking of all entrusted children and teachers who regularly travel on these punts/boats/vessels.
- (g) The security of the entrusted children and teachers while traveling.
- (h) Ensuring that these punts/boats/vessels are checked by education officers on visit to the schools.

6.14 Educational travel and vehicles

6.14.1 All must ensure that:-

- (a) All authorized vehicles used for approved official travel are in good condition and are road worthy.
- (b) There is no overloading of vehicles.

- (c) All traveling are in the normal course of duties.
- (d) There is no continuous driving by any officer for more than four hours.
- (e) All vehicles are regularly checked and maintained for safety features.
- (f) Normal services are done and that the maintenance record of all vehicles is kept after a long tour of more than 100 km.
- (g) All accidents are reported to the Police, the PS and Permanent Secretary for Labour.
- (h) In case of accidents and injuries officers or students are treated immediately in a nearest hospital or medical centers.
- (i) Only authorized persons are permitted to travel on government vehicles.
- (j) The authorized drivers hold valid driving licenses and authority to drive government vehicles.

6.15 Educational travel on Government/Public Vessels

6.15.1 All field staff must ensure that: -

- (i) The PS is informed 48 hours before traveling.
- (ii) All officers are fully briefed in writing by the Tour Coordinator on what to take on tour e.g. ration, clothing, medicine etc.
- (iii) No traveling is done during bad weather against the advice of The Permanent Secretary for Education

6.16 Use of Special Learning Areas-Places of Worship, Churches, Mosque, Temples, etc. by Children and teachers during Official Hours.

6.16.1 All heads of schools must ensure that:-

- (a) The use of such areas by students is restricted to official use only.
- (b) Continuous consultations are made with the management of these special learning areas to ensure the safety of school children/teachers using these areas from time to time.
- (c) Safety precaution is maintained when eating and drinking in these areas.
- (d) Children and teachers observe the rules and cultural tradition of such places.
- (e) Permission should be sought from the MoE, parents/guardians and students are to be fully supervised by the teachers.

6.17 Students' Safety Programme

6.17.1 Programme to be Comprehensive

A school safety programme needs to be comprehensive. It should aim to include in students and staff habits and skills which will ensure and promote their safety when they are in the school compound or outside on school organised activities.

A student safety programme devised by any school should embrace:

- (a) the safety of students on school premises;
- (b) their safety on roads; and, where applicable,
- (c) their safety when they are using modes of transport such as boats.

Student's safety programmes should be carefully planned as safety procedures and precautions should be clearly stated and explained to students and staff and where possible, demonstrated to them. This Code of Practice will attempt to provide schools safety measures to ensure that all staff, workers, and students are free from any risks to their health and/ or safety.

6.17.2 Students Safety on School Premises

Relevant rules and procedures should be displayed on school notice boards, in laboratories and other specialist rooms. Teachers conducting laboratory and workshop sessions should see that the rules and procedures are strictly observed. All places where children play should be safe and free from any potentially dangerous objects.

6.17.3 Supervision

Supervision is an important means of ensuring the observance of safety measures in schools, in all places, at all time and in all situations. Whenever an accident is likely to occur, head teachers and principals are required to arrange for adequate supervision of students. This includes supervision during morning recess, lunch, during all laboratory and workshop sessions.

6.17.4 Legal Consequences

School managers, head teachers, principals and teachers should be fully aware of the possible legal consequences of not adopting all reasonable precautionary measures to prevent accidents during normal school hours and of any negligence on their part.

6.17.5 Students not to be exposed to Danger

There can be serious consequences, legal ones included, of any accident which occurs when a student is asked to do anything which cannot be regarded as a normal school activity such as climbing a tree and cutting off its branches.

6.17.6 Activities Outside the School

When organising activities which require students to leave the school premises, like picnics and sport tournaments; head teachers/principals are to obtain the written approval of the parents/guardians of the students concerned.

6.17.7 Road Safety

A school's road safety programme should take full account of the following factors:

- (a) the behaviour of students as pedestrians and passengers;
- (b) liaison with the owners and operators of buses and government officials responsible for transport;
- (c) The need for supervisory arrangements when students arrive at school by bus etc, and also when they leave school.

The programme should be designed in collaboration with all other parties concerned such as the owners and operators of buses, boats, etc.; the Road Safety officials responsible for transport and parents.

6.17.8 Travel by Boat

There has been no record of serious mishap recently involving students who use boats and punts as a means of transport to and from school. However, there is no room for complacency in this regard.

Head teachers and principals of schools who have such students are also requested to prepare and implement suitable safety programmes for the benefit of their students.

6.18 Safety Procedures and Practice

6.18.1 Hazard Identification Assessment and Control

The school needs to:

- (a) Introduce an on going programme to identify, assess and control potential health and safety hazard
- (b) Incorporate into the curriculum procedures for staff and students to control and minimise risks.
- (c) Carry out regular health and safety inspections of the schoolwork areas and school practises.
- (d) Introduce hazard reporting procedures in place and inform the staff and students of the process for reporting health and safety hazards.
- (e) Report and enter all incident/ accident data on suitable register.
- (f) Investigate accidents and the findings recorded, including a format report for serious accidents to be filled.
- (g) Review accident/ incident data on a regular basis and analyse trends.
- (h) Set up systems for follow up procedures to ensure that corrective action is taken as a result of workplace inspections, accident investigation or hazard reports.
- (i) Identify potential on site emergency situation and develop and implement emergency procedures.
- (j) Provide personal equipment where required and ensure that they are used correctly, and maintained in a serviceable condition (e.g. ear muffs and eye goggles in technology areas).
- (k) Establish a system to ensure that OHS risks associated with contractors are adequately managed.
- (i) Set up procedures for identifying and meeting legislative requirements, standards and codes for purchasing, storage and use of hazardous substance. (Section 52-56)

6.18.2 Safety Requirements for Kindergartens

This section of the policy is addressed in the Policy in Early Childhood Education

6.18.3 Safety in School Excursion/ Picnic

This section is addressed in the MoE Excursion Policy

6.18.4 Other Safety Issues

All other issues related to Safety Procedures and Practice can be accessed from *Occupational Health and Safety Manual for Schools* pp. 17 – 26.

6.19 General Duties Relating to Health and Safety at Work

6.19.1 Duties of Employers to Workers [Section 9]

Every Employer Shall Ensure the Health and Safety at work of all his or her Workers [Section 9.1].

This involves the employer providing: -

- a) OHS policy in consultation with workers
- b) Safe use of plant and substance;
- c) Information
- d) Safety equipment and protective clothing
- e) Supervision
- f) House keeping
- g) Ongoing review and improvements of the OHS policy.

The employer is also responsible for non-workers in the work place. It is important for every employer to make sure that persons not under his or her employment or contract of service are not exposed to risks to their health and safety arising from the conduct of his while they are at his/her work place.

An Employer contravenes this Section if he/she fails to [Section 9 (2)]

- a) Provide and maintain plant and systems of work that are safe and without risks to health.
- b) Provide, in appropriate languages, such information, instruction, training and supervision as to ensure the health and safety at work.
- c) Ensure any work place under the employers control is maintained in a condition that is safe and without risks to health.
- d) Ensure that the Notice, "Trespasses will be solely at their own risks and will be prosecuted" put up at the place of risk.

6.19.2 Workers Responsibilities [Section 13]

6.19.2.1 *Every worker shall:*

- a) Take reasonable care of the health and safety of any worker; including himself or herself or other persons.

- b) Cooperate with employers in their efforts to comply with their duties or obligations.
- c) Use equipment in accordance with any instructions given by the employer.
- d) Take reasonable care and be responsible for their actions in maintaining plants and equipments.

6.19.2.2 *Workers are also to co-operate with the employer by:*

- (a) Notifying supervisors of actual hazards.
- (b) Wearing safety equipment provided by the employer for that purpose.
- (c) Observing safe system of work.
- (d) Participating in health and safety training.
- (e) Following the instructions and information for the purpose of health and safety at work.

6.20 Workplace Arrangements more workers at the workplace.

6.20.1 Workplace Health and Safety Representatives or Committee [Section 16 & 18]

A person shall cease to be a Health & Safety representative upon:-

- (i) Ceasing to be a worker
- (ii) Resigning as a Health & Safety representative.
- (iii) Being disqualified under Section 22 of the Health & Safety at work Act, 1996.

6.20.2 Functions of Health and Safety Representative [Section 17 & 20]

A Health and Safety Representative may: -

- a) Inspect a workplace after notifying the employer;
- b) Investigate accidents etc;
- c) Investigate OHS complaints;
- d) Represent workers in discussion with employers;
- e) Refer matter to Health and Safety Committee where one exists;
- f) Consult and co-operate with employers on OHS matters;
- g) Liaise with workers on OHS matters.

6.20.3 Health and Safety Committee: Composition, Functions and Training [Sections 19 & 20]

Issues pertaining to the Composition, Functions and Training of OHS Committees are in pp. 29 – 32 of *Occupational Health and Safety Manual for Schools*

6.21 Records and Costs

Notification and Recording of Accidents etc. [Section 26-29]

- (a) Workplace accidents to be notified to the Chief Inspector whether or not it causes death of, or bodily injury to any person. The accident report from OHSF 1 (Appendix B) must be used when reporting accidents and must be sent to the Ministry of Labour within 48 hours;
- (b) The Chief Inspector must also be notified of other matters affecting health or safety of any person in the workplace.
- (c) A record of all accidents and near miss accidents must be kept in the workplace.
- (d) An employer who employs twenty or more persons shall notify the Chief Inspector each year the prescribed particulars of the workplace. The notice shall be accompanied by the prescribed fee.
- (e) Failing to report an accident, a \$10,000 penalty in the case of corporation or \$5,000 in any other case.
- (f) Failing to provide the inspector with information or obstructing a inspector - \$10,000 in case of corporation or \$5,000 in any other case. [Section 43[6] and 45[2].
- (g) Failing to comply with improvement notices - \$10,000 in case or corporation or \$5,000 in any other case. [Section 46[3] - \$20,000 or \$10,000 [Section 47[3] and 47[5]].
- (h) General Penalty - \$15,000 or \$1,000 [Section 66[1]].

7.0 GUIDELINES

7.1 Managing Occupational Health and Safety in Schools - The Six Steps

The following six –step approach will assist schools in the implementation of school-based OHS programmes:

1. Develop an OHS Policy
2. Set up a consultative mechanism with workers.
3. Establish a training strategy.
4. Establish a hazard identification and workplace assessment strategy.
5. Develop and implement risk control strategies.
6. Promote, maintain and improve these strategies.

A thorough step by step clarification is in pp10 – 14 of *Occupational Health and Safety Manual for Schools*.

7.2 Safety in the Laboratory

Basically, safety precautions in the laboratory involve good planning and common sense in the use of chemicals and equipment. Performing laboratory experiments are perfectly safe as long as few simple rules and precautions are adhered to. Some of these are in pp. 18 – 19 of *Occupational Health and Safety Manual for Schools*

8.0 EFFECTIVE DATE.....09/06/10

9.0 REVIEW DATE.....09/06/11

10.0 KEY SEARCH WORDS

Accidents, Danger, Duty of Care, Excursions, Facilities, Hazard, Investigation, Occupational Health and Safety, Premises, Protective Clothing, Risk, Risk Management, Safety, Safety Committee, Sickness, Training, Threat, Workplace, Workplace Assessment,

**11.0 APPROVED BY THE MINISTER FOR EDUCATION, NATIONAL HERITAGE,
CULTURE & ARTS AND YOUTH & SPORTS**



SIGNATURE

09/06/10

DATE