VISION STATEMENT

The vision of St. Stephen’s Primary School is to offer quality education within an environment founded on Gospel Values and the Catholic tradition. The desire is that each person will grow in their knowledge and love of God and come to more closely reflect the living spirit of Christ.

MISSION STATEMENT

St Stephen’s Primary School, as part of the local Faith Community, exists to support the parents as primary educators of their children. The School is committed to providing a service, which nurtures the spiritual, emotional, academic and social development of each person to his or her full potential, while endeavouring to respond to individual differences.
St Stephen’s Catholic School
Occupational Health, Safety and Welfare Policy

Rationale
Dignity, safety and well being of people are central to the Church’s teaching. St Stephen’s Primary School acknowledges this and recognizes that it is obligated under the Queensland Workplace Health and Safety Act 1995 to ensure the health and safety of each of its workers at work. Additionally, it is obligated to ensure other persons are not exposed to risks to their health and safety arising out of the conduct of St Stephen’s Primary School business or undertaking.

The purpose of this policy is to assist in developing, promoting and maintaining a safe and healthy working environment, and to provide a basis on which a sound occupational health and safety management system (OHSMS) is built. Through such properly established and implemented systems, students, staff, contractors, and other persons with a legal right to be on St Stephen’s Primary School premises, will comply with the requirements of the Queensland Workplace Health and Safety Act 1995.

Definition Occupational health and safety management system (OHSMS).
That part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the OH&S policy, and so managing the risks associated with the business of the organisation.

AS/NZS 4801 – 2001

Values
Care and concern for the health, safety and welfare of people using St Stephen’s Primary School facilities.

Policy Statement
St Stephen’s Primary School will ensure the health, safety and welfare of all employees, students, and other persons who are legally present on school premises, and develop, promote, and maintain a safe and healthy working environment in which the risk of injury or illness for persons coming on to the premises is minimised.

To achieve these aims St Stephen’s Primary School will develop and implement an OHSMS based on preventive risk management principles. St Stephen’s Primary School is committed to both improving safety culture and continuous improvement of health and safety programs. As part of OHSMS implementation, responsibilities and accountability of the various personnel will be clearly defined, consultative mechanisms established, measurable objectives and targets set, and adequate training provided in collaboration with the Toowoomba Catholic Education Office. St Stephen’s Primary School will endeavour to adequately resource OHSMS implementation through a budget allocation integrated with other management functions. Monitoring and review of OHS issues will be undertaken through an annual audit, using an electronic audit tool.

Consequences
- Compliance with all workplace health and safety statutory requirements, Queensland Codes of Practice, Advisory Standards, and relevant Australian Standards as a minimum
- Quality OHSMS implementation
- Improved OHS outcomes including a safer and healthier environment, and an improved safety culture.
- Health and safety performance data collection and analysis
- The health and safety policy being available as required to regulatory authorities suppliers, contractors customers and those visiting the school/college.
- Various moral, ethical and legal obligations met.
Re: Sign-In Procedures

Under the Workplace Health and Safety Act we are required to have a suitable ‘sign-in’ procedure in place as part of our Occupational Health and Safety Management System. I ask your help in our compliance with the Act, by following the procedures set out below. I understand that some may see this as a nuisance but the procedures are principally for the protection of students as well as for staff, Visitors (including parents and volunteers) and contractors. The term Visitor refers to any persons who are not members of the school staff.

The purposes of the sign-in procedures are:

- To fulfil statutory obligations and duty of care requirements to all those legally present on school premises;
- To ensure appropriate emergency preparedness and response; and
- To enhance security arrangements of the school.

The procedure will be:

- Visitors (i.e. not school staff) seeking entry to the school must first report to the administration area.
- Visitors must ‘sign-in’ in an allocated folder which will be at the front desk – name, date, reason for visit, etc.
- Visitors will be issued with an identification ‘VISITOR’ badge to be worn visibly at all times when present in the school.
- On departure Visitors must return the badge to the administration area and ‘sign-out’ stating time of departure.

The variation to the above procedure will be for the Prep, Years 1 and 2 classrooms where there will be a ‘sign-in’ book and badges available for Visitors to those classes.
Accident/Incident Reporting

Recording of Injury/Illness/Dangerous Event

A record is to be kept of all work related injuries and illnesses sustained by staff, students and other personnel in the workplace (eg. volunteers, visitors etc.). A system for recording all information relevant to the treatment of an injury or injury is established.

A. If you are injured in an accident, obtain first aid treatment from qualified personnel.
B. An Incident record/report form must be completed as soon as possible by the injured person and signed by the Principal
C. For serious bodily injury, work caused illness or dangerous event, an incident record/report form shall be completed immediately.

Note: School Incident Forms are available from the administration office.
Safety Rules for Tuckshop

- Wash hands and nails thoroughly before handling food

- **Use gloves/tongs when handling food**

- Clean and disinfect waste bins thoroughly – away from hand washing and utensil facilities

- No Smoking

- Please clean any spillages immediately to prevent any possible accidents

- Turn microwave off at wall after use

- Safe operating procedures for appliances are located in the bottom drawer if needed

- Foods are to be kept under strict temperature control - at least 60° (hot foods), or below 5°C (cold foods)?