POLICY :

It is the policy of King's Baptist Grammar School that all employees, volunteers, contractors and sub-contractors will report any hazard or near miss, which has the potential to be a risk to a person’s health, safety or welfare.

PROCEDURE :

1. It is the responsibility of each person to examine the area in which they work for any hazard which in the future could cause a risk to a person’s health, safety and welfare and to rectify the matter if feasible.

2. Any potential hazard which could cause a risk to a person's health, safety or welfare must be reported on the Staff Intranet Page under Maintenance. Where immediate remedial action is required, the Principal or delegate will direct that action to be taken.

3. Where a hazard cannot be remedied immediately but still presents a risk, all affected persons associated with the school will be informed by the Principal or delegate of action to be taken or avoided to reduce or eliminate the risk until long term solutions are implemented.

4. All hazards and maintenance requests will be reported on the Staff Intranet page under Maintenance; click on the Maintenance hammer icon and fill in the report.

5. The report will be checked regularly by the Property Manager or delegate.

6. All hazards reported in the last month will be brought to attention of the WH&S Committee.

7. It is the responsibility of WH&S Committee to ensure that any remedial action required is implemented.

Date Implemented: 18/09/15  Review Date  2018

Principal  .................................................................  Date  ........../........../........

Chair WH&S Committee  ............................................  Date  ........../........../......