KING’S BAPTIST GRAMMAR SCHOOL

WORK HEALTH & SAFETY ACT POLICY 6 - SAFETY AUDITS

POLICY:

It is the policy of King’s Baptist Grammar School that the Work Health and Safety Committee conduct a school safety audit each year.

Those in charge of specialist areas will conduct a safety audit of that area.

Where it is deemed necessary, consultants may be employed to undertake either a general school safety audit or an audit of a specialist area.

As outlined in the Management Checklist, the safety audit will include but is not necessarily limited to the inspection of: general tidiness and cleanliness; clearances; stairways, gangways and platforms; pathways; lighting; floors; dust and fumes; ventilation and air conditioning; storage areas; electrical; piping (gas, water); any boilers; heaters etc.; asbestos; machinery; machine guarding; fire extinguishers; hazardous substances; chemical storage; first aid; protective equipment; emergency exits; work posture and appropriate area signage.

The safety audit will also include consulting with the workers who work in the particular areas regarding any hazards which have come to their attention.

Records of the safety audit, the hazards identified, the control mechanisms implemented and the date when they were implemented will be kept for as long as required.

It is also the policy of King’s Baptist Grammar School that all workers will report any hazard or near miss which has the potential to be a risk to a person’s health, safety or welfare, as in Policy 3A Hazard, Near Miss Investigation and Reporting.

PROCEDURE:

1. A safety audit form will be given to a designated employee from each area to fill in regarding any hazards or work practices which are a risk to workers’ health and safety.

2. The conducting of safety audits will be publicized to enable employees to identify matters to which attention should be drawn.

3. Where those undertaking the safety audits think a specialist should be called in, this will be reported, in writing, to the Principal.

4. Notes will be made by those conducting the safety audit regarding hazards or work practices which are a risk to workers’ health and safety.

5. The Principal or delegate, will place the hazards identified in order of priority, and in consultation with workers in the area, decide the control mechanism to be implemented and the date by which it should be implemented.

Date Implemented: 1/07/2013............ Review Date ......................2016

Signed

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

Chair of WH&S committee ............................................. Date ....../....../......