Consistent with our commitment to provide and maintain a safe and healthy environment for employees, contractors, visitors and members of the school community, no new plant, machinery, equipment, material or processes will be introduced, purchased or processed on site until the Hazard Management principles have been applied and all reasonably foreseeable hazards have been identified, risks assessed and appropriate and effective controls have been implemented.

1. **RATIONALE**

1.1 As part of our overall commitment and strategic planning in the Management of Occupational Health Safety and Welfare.
1.2 To eliminate or minimise the likelihood of injury/illness or damage arising from the introduction of resources, materials or processes.
1.3 To identify any hazards that may affect health, safety or welfare, so that action can be taken to assess the risks associated with them. Once any risks have been identified, appropriate controls can be implemented.

2. **RESPONSIBILITIES**

2.1 **Principal / Manager:**

2.1.1 To provide an environment where all foreseeable risks are controlled.
2.1.2 To provide support in the implementation, control and maintenance of this policy.
2.1.3 To ensure a regular review of the effectiveness of the control measures.
2.1.4 To ensure that staff who will be using the hazardous plant, materials, equipment/machinery or processes have been provided with appropriate training by a competent person in the safe working procedures, the appropriate controls and action to be taken in the event of an emergency.
2.1.5 To ensure that regular inspections, incident/injury/illness and near miss report inspections and annual audits are made of the hazardous plant, materials, equipment/machinery or processes.
2.1.6 To ensure ongoing consultation with staff.
2.1.7 To seek to ensure that the principles of hazard management are understood and adopted by all staff. Those being: Identification, Assessment and Control
2.1.8 To ensure that action plans are developed which detail actions required, responsibilities and that time frames are developed for the control of identified hazards.
2.2 OHS&W Committee

2.2.1 To act as a consultative body in the assessment of any new plant, equipment/machinery, materials or processes that have been requested to be introduced.
2.2.2 To participate in the development of effective and appropriate controls.
2.2.3 To ensure an up to date listing of hazardous plant, equipment/machinery, materials or processes is maintained, detailing their location is kept on file.
2.2.4 To provide support to staff in the administration of this policy.
2.2.5 To ensure that a record of assessments and maintenance work is kept for at least five years.
2.2.6 To review the effectiveness of hazard management in the school through the examination of accident/injury/illness, hazard and near miss reports.

2.3 The Purchasing Officer/s:

2.3.1 In consultation with a member of the OHS&W Committee, to ensure that before introducing any plant, equipment/machinery, materials or processes, that the specifications of the plant, equipment/machinery, materials or processes will be checked.
2.3.2 To ensure that the person requesting the requested and approved plant, material, equipment/machinery or processes provides safe operating procedures which are stored in prominent areas near or with the plant, material, equipment/machinery or processes.
2.3.3 To ensure that the date of purchase or introduction of the new plant, material, equipment/machinery or processes is documented.
2.3.4 To ensure that an inspection and safety maintenance schedule is developed for each new piece of plant, machinery/equipment and where appropriate, materials.

2.4 Employees:

2.4.1 To comply with the requirements set out in this policy.
2.4.2 To care for and protect their own and their co-workers well-being.
2.4.3 To assist the principal and delegated responsible staff in the administration of this policy.

2.5 Contractors, Visitors and members of the school community:

2.5.1 To comply with any reasonable instruction in relation to OHS&W.
2.5.2 To observe the requirements of this policy.

DATE IMPLEMENTED: 26/10/12 REVIEW DATE: 2015

Principal ................................................................. Date 26/10/12

Chair of OH&S Committee ........................................ Date 26/10/12