



# Occupational Health & Safety Policy

Lambert School is committed to achieving the highest possible standards of work health and safety for its staff, students, contractors, and visitors. To achieve this, the school requires its staff, students, contractors and visitors to work in a co-operative and consultative manner. Lambert School acknowledges its responsibilities under the Tasmanian Workplace Health and Safety Act 1995 and associated regulations under the Workplace Health and Safety Regulations 1998. A healthy and safe working environment is vital to the successful functioning of our school. The maintenance of a safe working environment is a responsibility shared by all.

## **The School is committed to:**

- Ensuring that appropriate standards of workplace safety are maintained at all times.
- Creating a team approach to health and safety issues.
- Identifying and assessing any risks to health and safety in our work practices, equipment and work environment in order to eliminate risk.
- Providing and maintaining all our equipment and tools in a safe condition.
- Providing and maintaining personal protective equipment.
- Providing training and instruction to ensure all our employees and OH&S officers are competent and are able to carry out their work in a safe manner
- Consulting with employees on matters that may affect their health and safety.
- Continually monitoring and reviewing work practices, equipment and the work environment.
- Complying with relevant legislation and striving for best practice by following established Codes of Practice and standards such as Australian Standards.

## **Employees are responsible for:**

- Carrying out their work in a safe and healthy manner.
- Following safe work procedures at all times.

- Complying with safety rules.
- Considering the safety of fellow staff members, students, contractors and visitors at all times.
- Reporting all incidents, injuries, near misses and hazards immediately.

**Risk Management:**

- Audits are completed and addressed.
  - Fire Warden training is completed every 3 years.
  - Evacuation plans in place
  - Risk assessment forms are available for staff and completed when needs arise and checked by our OHSW Officer.
  - First Aid kits are checked regularly
  - All staff to complete and update First Aid training when needed.
  - All students participate in a First Aid, Fire Safety & Dog Safety program.
  - Annual audits and maintenance of Fire extinguishers, smoke detectors, electrical testing & tagging.
- Lambert School is committed to continuous improvement of our health and safety management systems.