



## Safety Audit Policy

### Policy

It is the policy of Living Waters Lutheran School that the Occupational Health Safety and Welfare Committee conduct a school safety audit of general implementation in June of each year.

Those in charge of specialist areas will conduct a safety audit of that area in February and June of each year.

Where it is deemed necessary, and where required by legislation, consultants will 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 employees 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 three years.

### 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 employees' health and safety and welfare.
2. The conducting of safety audits will be publicised 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 employees' health and safety welfare.
5. The principal or delegate, will place the hazards identified in order of priority, and in consultation with staff working in the area decide on control mechanism to be implemented and the date by which it should be implemented.