Occupational Health and Safety

INDUCTION FOR VOLUNTEERS
Welcome to Kalori Catholic School

This school has a commitment to the health of all volunteers and in particular recognises the importance and safety of volunteers who undertake valuable work within the school.

This school will ensure that volunteers are given the same consideration as employees under the organization’s Occupational Health, Safety and Welfare Policy. Additionally, the school will ensure that volunteers are aware of their responsibilities to work safely and observe all established Policies and Procedures. A copy of the Catholic Church Safety Manual is available in the staff room.

There are a number of important points relating to safety within the School that you should be familiar with, these are:

Safe Work
The school only asks that you do work which you can do safely. If you feel that you cannot do a job safely or have safety issues or identify any hazards, please discuss with your Principal.

Emergency Procedures
If there is a need to evacuate a school building, proceed via the safety route directed on the school emergency plan. In the case of a fire, call fire services on 000. Do not re-enter the building until instructed to do so. If you are in charge of an activity, you must organize the evacuation of people from the building and check that all persons are accounted for.

Injury/Incident/Near Miss Reporting
Should you be involved in an injury/incident or near miss, please report the matter immediately to the School Office or Principal.

Hazard Reporting
If you identify a hazard or are aware of something that might injure you or someone else, for example, a person could slip/trip or fall, they could be injured lifting heavy items, an electrical cord is frayed etc. take any action that you can to prevent others becoming injured by the hazard and please report the matter immediately to the School Office or Principal.

Smoking
Smoking is not permitted in or around school grounds.

First Aid
There is a first aid kit in the school office and also in the school hall.

Equipment
If you bring tools or appliances from home to the school, they must be in safe working order eg. Hand tools, ladders, cleaning appliances.

Chemicals
You must only use chemicals supplied by the school. The school has low risk products for use. If you have any concerns or require personal protective equipment to use any of these products please discuss with the Principal.