WORKSITE SAFETY POLICY
2014

Date issued: March 2014
Date to be reviewed: 2015

You are a valued visitor to our school and to assist you in your stay, please become familiar with the following guidelines.

- St Joseph’s Primary School is a NO SMOKING environment;
- **ALL PERSONS** entering Saint Joseph’s Primary **must sign in** and wear a visitors badge between the hours of 8.30am and 3.30pm;
- **No Chemicals of any type are permitted to be brought onto the school premises unless reported to the school secretary and for inclusion in the Chemical hazards inventory:**
- No person will engage in any activity that should be carried out by a certified trades person – be it lifting, chemical use, working with electricity etc;
- **Evacuation procedures:** On the sounding of a SIREN, you must evacuate the premises, following the instructions of staff;
- **No** external **Electrical Equipment** is to be brought into this school site unless it has been tested and included in a risk assessment.
- **No person entering this school will lift an object of a heavy nature or that is NOT relevant to their specific abilities;**
- **Do not** permit yourself to be alone with a student in any part of this school. Advise a staff member if you are placed in this position;
- **No parent or visitor is allowed to discipline any child.** All incidents are reported to schools staff.
- **All visitors** must use the accessible toilet facilities;
- **All tradespeople** must report to the School Office before entering the school complex;
- **On leaving** Saint Joseph’s Primary, please sign off and advise the office staff that you are leaving.

Thank you for your cooperation and enjoy your stay

Mrs Chris Mulherin Principal Date: Feb 2014