INTRODUCTION

St Joseph’s School is a place of learning. As such, students have the right to learn and teachers have the right to teach in an environment that is safe and supportive.

Dignity, safety and well being of people are central to the Church’s teaching. St. Joseph’s School acknowledges this and recognizes its responsibility to ensure the health and safety of each of its workers at work and the students who are enrolled.

This policy is to assist the school in maintaining a safe and healthy working and learning environment, by ensuring that health and safety issues are considered prior to any equipment, substances or materials being purchased.

RATIONALE

MISSION STATEMENT

“St. Joseph’s School offers a holistic education within a Catholic Christian environment whilst developing and valuing the uniqueness of the individual as we encourage each student to become a lifelong learner.”

The mission statement of St. Joseph’s School stresses the idea of “education within a Catholic Christian environment”, which implies that there is a need for a safe and healthy work and learning environment. “Valuing the uniqueness of the individual” means that issues of health and safety are significant to all students and workers at the school.

Ensuring that the St Joseph’s learning environment is safe and healthy therefore critical to the successful fulfillment of our mission.

GOSPEL VALUES

Respect, personal dignity, justice, honesty, care, compassion, responsibility, cooperation, collaboration, justice.
DEFINITIONS

Policy – the St Joseph’s OHS purchasing policy is a statement expressing the commitment of the school to anticipate hazards and avoid or minimize the risks connected with new equipment or materials.

Hazard – is used to mean an event that could cause harm, is unsafe or could cause an accident.

Risk – is a combination of the likelihood of an occurrence of a hazardous event and the severity of injury or illness that can be caused by the event.

POLICY STATEMENT

St Joseph’s School, as part of the wider Christian community, is committed to ensure the health, safety and welfare of all employees, students, parents, volunteers and other persons who are legally present on the school premises. This involves a commitment to provide a healthy and safe environment by ensuring that any new products to be purchased are checked for health and safety information before making the purchase.

CONSEQUENCES

• That a copy of a pre-purchase Occupational Health and Safety (OHS) Reminder List is attached to the front of purchase order books.
• The potential health and safety hazards associated with equipment or materials to be purchased are evaluated prior to placing a purchase order to avoid or minimize the risks connected with the use of new equipment or materials.
• That if an item is to be purchased that has the potential to create a significant OHS risk, a written response to questions on the OHS reminder list (attached) should be completed.
• That purchase specifications will include detailed descriptions of the items and any special health and safety requirements that have been identified from the checklist and listed on the purchase order.
• That all items received are checked to ensure they meet the purchase specification.
• That the OHS Co-ordinator will monitor the compliance with this policy.

Michael McCarthy
Principal

Peter Sullivan
Board Chair