



St. Mary's School Altona

Identifying and Dealing with Potential Risks and Hazards in the Workplace Procedure

- Here in Risk refers to Risk and/or Hazard.

DETECTION OF A RISK OR POTENTIAL RISK:

A Risk or Potential Risk is identified:

- **If a staff member identifies the Risk or Potential Risk:**
- The Risk or Potential Risk (if required) is sealed and isolated from children and other members occupying the workplace immediately by the staff member.
- **If a parent or child identifies the Risk or Potential Risk they must report it immediately to the School Office.**

REPORTING A RISK OR POTENTIAL RISK:

The reporter shall verbally report the Risk or Potential Risk to the School Office.

If the reporter is a child, he/she shall report to the nearest teacher.

The Risk Report Form shall be completed and handed to the administration staff for the attention of the Principal.

RISK ELIMINATION:

Should the Risk or Potential Risk require further consultation, the Occupational Health and Safety Representative, the Principal and Deputy Principal will consult on the matter and ensure that the risk is eliminated as soon as humanly possible.

If the Risk or Potential Risk requires a tradesman to repair or rectify it, the Administration Staff shall arrange for the appropriate services to be engaged when instructed by the Principal.

SAFE WORKPLACE:

Whilst repairs or consultation on work to be carried out takes place, the Risk or Potential Risk shall be sealed off and appropriate measures will be taken to ensure that the workplace remains safe and free from the potential hazard.

ADMINISTRATION:

The Principal will complete the Risk Report form once the risk elimination measures/repairs have been completed.

The Administration Staff will be responsible for filing the Risk Report forms.

A Folder of Risks Reported will be kept and updated by Administration Staff.

RISK/HAZARD REPORT FORM

Person making the Report: _____ Date: / /

Area the Risk or Potential Risk was detected and description:

Action taken to ensure the safety of students, staff and others:

Is the Risk an immediate danger? YES: NO:

If Yes, has the area been sealed off? YES: NO:

Is a tradesman required to repair the Risk or Potential Risk? YES: MAYBE: NO:

Signed: _____ Date: / /

TO BE COMPLETED BY PRINCIPAL

Area Inspected: YES: NO:

Action taken to eliminate Risk or Potential Risk?

Date action was taken: / / Cost incurred: \$

Date Risk or Potential Risk was eliminated completely: / /

Signed: _____ (Principal) Date: / /

To be filed only after Risk Elimination is complete.

Google Drive, 2018 School Policies and Procedures, Updated June 2018