

WORK HEALTH & SAFETY POLICY

Aim

The WHS Policy aims to protect the health, safety and welfare of all people, either paid or unpaid, who work at Narnia Christian Preschool and Early Childhood Centre.

Accountability of Management and Supervisors

Management /Employers of the Centre are responsible for ensuring the health, safety and welfare of all employees at work. This includes: -

- The provision and maintenance of equipment that is safe and appropriate for staff use, eg. provision of correct sized equipment such as chairs etc.
- Ensuring equipment and substances are used, stored and transported safely and without risk to health.
- The provision of health and safety information, instruction, training and supervision for employees.
- The provision of information about research on and tests of substances used at work.
- Maintenance to the working environment to ensure safety.
- The health and safety of people who both visit and work at the Centre.

Responsibilities of Employees

Employees must: -

- Co-operate with their employer's attempts to meet the above responsibilities in all matters of health, safety and welfare. This means following instructions, undertaking training, taking reasonable care of others etc.
- Be careful not to misuse equipment or substances provided.
- Report any concerns to their supervisor immediately.