

# **WORK HEALTH & SAFETY**

## **STUDENT SAFETY TIPS**

1. Take responsibility for your own actions and don't put yourself or others at risk of injury or illness.
2. When walking in and around the school watch out for traffic, use designated road crossings and don't be distracted by your mobile phone, iPod, iPhone or other mobile device.
3. Avoid being in isolated areas by yourself.
4. Don't come to school if you are sick. If you become unwell while at school use good cough etiquette, wash your hands frequently and seek medical attention at the Student Services Office. Do not phone your parents on your mobile phone. Student Services will phone your parents if necessary.
5. If you have a medical condition that could impact on your health or safety while at the school, please disclose this confidentially to relevant staff members. In most cases your parents or carers will have informed the school of such conditions. However, if this is not the case you must ensure that relevant staff are aware of these conditions. This will allow appropriate precautions to be taken to prevent an injury or illness. In some cases, specific first aid requirements may need to be planned for.
6. Some areas of the school pose specific risks to health and safety eg laboratories, TAS workshops, Kitchens. These areas should not be entered unless you have been inducted to the area or are supervised by relevant staff.
7. Follow all school rules and expectations, established safe work practices and reasonable directions given by supervisory staff. Ask questions if you're not sure about the safety aspects of proposed activities.
8. Be prepared to act independently in an emergency, warn others who may be in danger and report emergencies to the nearest Staff Member. If a building alarm is sounding, leave via the closest safe exit. Such evacuations will usually be supervised by a member of staff.
9. If you have concerns about any aspect of school life you can speak with your House or Studies Coordinator as an initial step. They will determine if you perhaps need to speak with a member of the School Executive or our School Counsellor.
10. Report incidents, hazards and other safety concerns to the nearest staff member or to the Student Services Office.