ST PATRICK’S PRIMARY SCHOOL

VOLUNTEER WORKPLACE HEALTH & SAFETY INFORMATION

Brisbane Catholic Education provides and maintains occupational environments that are healthy and safe, for the wellbeing of employees, students in our care, volunteers and visitors.

Please familiarise yourself with the Brisbane Catholic Education Occupational Health and Safety Policy displayed in the Administration Office.

If you have health and safety concerns, report them to our Principal or Workplace Health & Safety Officer.

As a volunteer in our school we would like you to observe the following WHS safety tips:

**Around the school grounds...**
- Be a sun smart role model.
- Watch out near student games for stray balls and moving students.

**When using equipment and machinery...**
- Follow the manufacturer’s instructions
- Always report broken equipment and leave maintenance to experts.

**When using cleaning products or other chemicals...**
- Read the label and take all recommended precautions.
- Wear gloves or any other recommended safety equipment

**Make the workplace safer for others...**
- Report trip hazards or slippery surfaces
- Wipe up spills straight away
- Keep walkways clear of obstacles

**Emergency Evacuation and Lockdown**

An Emergency Evacuation practice is held twice a year and a Lockdown once per year. The Assembly area for an emergency evacuation is the main oval behind the Prep building.