
Macleans College - POLICIES & DIRECTIVES

SECTION NO: 1100	POLICY NO: 1133	ISSUE DATE:	01/03/17
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New Employees and Employees new to a Job

An employee who is not properly trained is more likely to have an accident. The employee's Manager and Immediate Supervisor are responsible for ensuring that everyone (including temporary and part-time employees) receives proper training for any job before they are asked or permitted to do it.

Any employee new to a work area is to be properly briefed (by the Manager reported to) on:

- The layout of the area
- The safe operation instructions for all equipment
- Any hazards
- Safety procedures and emergency plans (these must be read and understood) by the employee
- The location of safety and emergency equipment

This training is to be undertaken as part of every new employee's induction programme.

It should be documented following the procedures "*Check List : Safety Induction for New Staff*"

The Manager (HoF or HoD) of a new employee (or the SMT member responsible for a Faculty in the case of a new Head of Faculty) is to show every new employee where the "*Macleans College Health and Safety Policies and Procedures*" can be found. At least 2 hours of relief cover will be provided for the Manager and new employee at the start of their employment for those who commence after the start of the school year.

Managers who are new to a position have a special responsibility to understand the health and safety issues in their area of work. They are responsible for the health and safety of their staff and must pay special attention to the section of this policy relating to accident reporting.

The Manager is to ensure an action plan is drawn up to correct any deficiencies identified in the reports. If assistance is required, the Manager is to liaise with the Health & Safety Co-ordinator.

For any new HoF/HoD in the areas of Technology, Science, PE or Property/Grounds there is to be a clause in their Contract that they have been inducted in the school's Health and Safety procedures and that they are competent to operate equipment and machinery, and to instruct others to operate said equipment and machinery.