

Flowers Design School Workplace Safety Statement

1.	Purpose	<p>The management of Flowers Design School is committed to providing a safe and healthy workplace and to eliminating conditions and incidents that could result in personal injury or ill health. Flowers Design School management requires its activities to conform to relevant state and federal legislation and good, established practices including Australian Standards. Management will provide team members, students and other stakeholders with guidance on and training in the identification, assessment and control of hazards in the workplace.</p> <p>Effective management of OSH risks depends on the commitment and cooperation of all stakeholders. There is a strong commitment to consulting with team members in a meaningful and effective manner on OSH issues, enabling each person to contribute to decisions that may affect their health, safety and welfare whilst on FDS premises.</p> <p>Flowers Design School management expects team members and students to comply with its occupational safety and health policies, procedures and guidelines, and to conduct themselves in a safe manner, not placing themselves or others at risk. Flowers Design School team members are responsible for the health and safety of students working under their direction. This does not negate the responsibility individual students have for their own personal safety and health. Flowers Design School management is also responsible for providing a safe and healthy environment for its visitors and members of the public who come onto school premises or are affected by the school's activities. Contractors working on school premises are also required to conduct their activities in a manner that ensures the safety, health and welfare of others.</p> <p>As a teaching environment, with responsibilities to the wider community, Flowers Design School is committed to providing its students with appropriate occupational safety and health instruction, practical work and role models.</p>
2.	Scope	<p>The scope of this statement applies to all FDS stakeholders, in particular to FDS team members, students and visitors to the school.</p>
3.	Definition(s)	<p>For the purposes of this statement, unless otherwise stated the following definitions shall apply;</p> <p>OS&H ⇒ Occupational Safety & Health FDS ⇒ Flowers Design School Stakeholders ⇒ All persons with a vested interest in FDS including but not limited to;</p> <ul style="list-style-type: none"> Students Team Members Professional Associations Employers Government & Regulatory Agencies Contractors / Service providers

4.	Statement Guidelines	<p>To ensure a safe and healthy environment, the following guidelines are enforced and monitored by management.</p> <ul style="list-style-type: none"> • All persons on FDS property have a Duty of Care to conduct themselves in a safe and orderly manner at all times • All persons on FDS property have a Duty of Care to report without delay any identified hazard(S) • All persons on FDS property have a Duty of Care to report any incident, accident or near miss to a member of the management team as soon as practicable • No person is to misuse equipment, tools, products or other items supplied by, located on or in use at FDS at any time • All persons are to report any faulty equipment as soon as practicable • All persons are obliged to follow all policy, procedures and instructions in relation to maintaining a safe and healthy environment at all times • All persons accept the responsibility whilst on FDS premises to ensure that all policy, procedures and instructions are adhered to • No person is to purposely put themselves or others at risk of harm through irresponsible behaviour of any kind. This includes but is not limited to; <ul style="list-style-type: none"> - Smoking within FDS premises - Consuming alcohol, drugs or other banned substances whilst on FDS premises - Exposing bodily areas to potential injury such as removing footwear - Running and other forms of excessive movement - Ignoring safe manual handling techniques by incorrect lifting, movement or carrying of heavy loads - Purposely or not, creating or disregarding known hazards which may cause potential harm to others • In order to ensure a safe and healthy environment is maintained at FDS all persons are to adhere to the Code of Conduct at all times
5.	References	<ul style="list-style-type: none"> a) Student Enrolment Form b) Student Handbook c) Team member Handbook d) FDS Organisational Folder / OS&H / e) Guidance Note General Duty of Care in Western Australian Workplaces Publication
6.	Approval	This policy is approved by The Chief Executive Officer of FDS
8.	Approval Dates	<p>The policy was approved on: 25/04/2010 The policy takes effect from: 01/10/2009 The policy will be reviewed by:01/10/2010</p>
9.	Policy Owner	<p>Matters arising from this policy should be directed to; The Chief Executive Officer of Flowers Design School Ms Jayne Endall Suite 39C City West Centre Plastowe Lane, West Perth 6005 jayne@floristry.com.au Tel: +61 8 9321 0222</p>