

MACHINERY SAFETY POLICY

RATIONALE

Under the Ministry of Education Health and Safety Code of Practice for State and Integrated Schools, provision is made (sections 20, 22, 26) for safety when using machinery in the school.

Section 20 covers Machinery.

Section 22 covers Noise.

Section 26 covers Protective Clothing and Equipment.

Within the school environment a variety of machinery operates. We need to ensure that we eliminate, minimise and isolate risk so that operators, staff and children have a reduced risk of accidents with machinery.

PURPOSES

1. To specify what forms of machinery are covered by this policy.
2. To produce guidelines governing the use of this machinery within the school.

GUIDELINES

1. The term machinery for the purpose of this policy covers: -
 - a) All mowers (including tractor drawn mower)
 - b) Other caretaking equipment including weed trimmers, chainsaws and any other equipment powered by motor.
 - c) Inside equipment including guillotines, classroom, staffroom kitchen appliances and technology room which could cause serious injury.
2. Operators using caretaking machinery should be equipped and required to wear all relevant safety equipment and clothing which may include earmuffs, steel capped footwear and safety goggles.
3. No caretaking machinery to be used while children are in the playground, including before school, morning interval, lunchtime, after school (until 3.30 pm)
4. No machinery is to be used within the school unless the operators have been trained appropriately and undergone some form of instruction in its safe usage.
5. Children must not use gun staplers, or guillotines (including the carrying of guillotines) and must be supervised when using other classroom and staffroom equipment as described in 1(c) above.
6. All staff and contractors must read, understand and agree to abide by the contents of this policy.

CONCLUSION

Machinery safety is one small part of the Health and Safety Code for schools. This policy should be read in association with the general Health and Safety Policy.

Initiated: April 2002

Reviewed: April 2002
November 2003
May 2006
September 2010