



KHALISA COLLEGE



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OHS POLICY AND SAFETY PROCEDURES 2015

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OCCUPATIONAL HEALTH AND SAFETY POLICY

We at Khalsa College are committed to the provision and maintenance of a healthy and safe environment for all teachers, ancillary staff, students and visitors to the college.

In meeting this commitment, we shall:

- ❖ do everything practical to prevent injury or illness arising from unsafe practices and / or hazards in the school;
- ❖ ensure that the safety of all personnel on the premises (including teachers, ancillary staff, students and visitors) is of utmost importance at all times;
- ❖ expect teachers and students to be individually and collectively responsible for working in a healthy and safe manner by following the college OHS safety procedures;
- ❖ expect teachers and students to cooperate with, support and promote occupational health and safety on the school premises.

This policy commits Khalsa College to an occupational health and safety program as an integral part of the institution's policies and we expect every teacher, ancillary staff, student, visitor to the school premises to recognise the importance of health and safety on the school premises.

Safety Procedures to Be Followed By Visitors to Khalsa College

1. The visitors are required to go to the school office to obtain necessary information or permission.
2. Visitors are not permitted to enter any of the classrooms except on Open Days and on Parents Day.
3. Any information or materials to be passed on to the staff or students must be done through the school office.
4. Visitors are expected to use the waiting area near the office.
5. Visitors are to park their vehicle in the visitors' car park at their own risk. The school and management take no responsibility for their vehicles.
6. Visitors are not allowed under trees that have fruits/nuts/dry branches. They do this at their own risk.
7. Visitors are expected to keep the school compound clean by using the rubbish bins provided in the school compound.
8. Visitors are expected to maintain sufficient silence so that the school activities are not disrupted in any way.

Safety Procedures to Be Followed By Students While In School

1. Students must stay only in the rooms where the classes are conducted for them.
2. Students must not go to other rooms without the permission of the teachers concerned.
3. Students are to enter the specialized rooms only while teachers are present.
4. Students are not permitted to touch any of the electrical fittings and fixtures in the room.
5. Only designated students are to operate the lights and fans in the rooms [Prefects].
6. Students should report to the teacher in charge at the moment if they notice anything that can harm or injure a student [example, a broken chair, a chalk board about to fall off, etc].
7. Students are not permitted to touch any of the installations in the compound.
8. Students are not permitted to run and play along the verandah, stairs, buildings, classrooms, etc.

9. All sports and games must be played only in the area designated for them and under the supervision of teachers.
10. Students playing during breaks are doing so at their own risk.
11. Students must not do any activity that could cause injury or harm to them or others. If the student thinks that an activity would injure or harm him/her, then it must be reported to the teacher concerned.
12. Students are to come to school and participate in educational activities only if they are medically fit.
13. Students are not permitted to go under trees that have of fruits/nuts/dried branches.
14. Students are not permitted to climb trees and the roofs of buildings while in school.
15. Students are to exercise extreme caution while handling sharp equipment. They should not touch a fellow student or teacher with them.
16. Students are not permitted to bring any material to the school that could cause serious harm to others.

Safety Procedures To Be Followed By The Staff

1. All staff must report for duty on or before time that is 8:00 am.
2. All staff must be in the allocated duty area at the right time and throughout the entire duration.
3. All staff shall refrain from engaging students in any educational activity that would harm them.
4. All staff members must handle machines under their jurisdiction with due care and following proper instructions given by the manufacturers and their superiors.
5. If any staff member notices anything that could cause injury or harm to any member of the College community, he or she must immediately rectify the situation, if it can be done without injuring himself or herself. Or else it must be immediately notified to his/her superior.
6. All staff must behave in such a way that he/she does not cause injury or harm to any member of the Khalsa College community.

Safety Procedures to Be Followed By Teachers In Charge Of Sports and Games

1. All the sporting activities must be conducted under the supervision of a teacher. No outsider is to coach any sports in school, unless approval is given by the Principal. [FTRB registration is a must].
2. The students must have proper warm up before the sporting activity and the warm down after the sporting activity.
3. The teacher or coach should provide the students with safe sporting equipment. If an equipment is not safe, it should not be used. The person concerned should report the unsafe equipment to the person's superior.
4. In the case of a sporting activity, if any person is hurt, then immediately first aid must be provided by the teacher in charge. If the student needs medical attention in the hospital, then it must be brought to the notice of the Principal/Vice Principal/Assistant Principal and such care should be provided.
5. While playing sports and games if a child is hurt, that person must not be allowed to continue the activity and first aid is provided and the person is fit to resume the activity.
6. Teachers must ensure that sporting equipment is taken from and back to the sports room in a safe and responsible manner.
7. While a throwing or jumping event is in progress, the teacher must ensure that the other participants are behind at a safe distance from the one in action.
8. The following field events [javelin, discuss and shot put] are to be clearly marked out and as those are done only at the specified areas and when the area is cleared of students or teachers and other participants are behind and at the safe distance from the one in action.

9. Only selected students are permitted to practice throwing events.
10. After the throw is executed the implement must be carried back to the venue of throw and not thrown back.
11. Throwing events are practiced only during good weather, usually when the ground surface is firm and with sufficient light. No practices should be done where visibility is poor example on an overcast afternoon/late in afternoons or during wet weather or when it is raining or during very windy days.
12. No student under the age of 14 years is to take part in javelin event.

Safety Procedures to Be Followed By Students during Sports and Games

1. Students must follow the instructions given by the teachers.
2. Students must warm up before any sporting activity and must warm down after any sporting activity.
3. If an equipment to be used for a sporting activity is defective or unsafe, the students should not use it and must report the matter to the teacher-in-charge.
4. While taking part in a sporting activity, if a student is hurt, he/she must stop the activity immediately and report the matter to the teacher. Only after the student is fit to resume the activity, he/she may resume.
5. Students should not handle any sporting equipment in an irresponsible manner. Throwing implements should not be used on the way to or from the throwing area to the sports room.
6. Throwing field events [javelin/shot put/ discus] must be practiced only at the designated area at all times. These areas are declared danger zones while training or competition is in progress and all staff, students and the visitors must take maximum care to prevent accident.
7. While executing a throw the student must ensure that there is no one in the flight path as well as in the landing area. If someone is there, then the throw should not be executed.
8. Throwing events are practiced only during good weather, usually when the ground surface is firm and with sufficient light. No practices should be done where visibility is poor, example, on an overcast afternoon/late in afternoons or during wet weather or when it is raining or during very windy days.
9. No student under the age of 14 years is to take part in javelin event.
10. While throwing or jumping all except the participants must be behind the throw/ jump line.
11. Students are not permitted to enter the sports room without the permission of the teacher concerned.

Safety Procedures to Be Followed By Teachers in the Home Economics Room

1. The students should be supervised all the time while they are in the room.
2. The room should be left clean and tidy after use.
3. The equipment is to be in proper working order and if they are not the matter should be reported to the Principal/Vice Principal/Assistant Principal. If it can be fixed by the teacher without injuring himself/herself, it should be done.
4. The students should be instructed about the appropriate use of the equipment.
5. If any student is hit or injured, first aid must be provided immediately. If the injury requires attention in the hospital, the matter should be immediately reported to the Principal/Vice Principal/Assistant Principal.
6. Teachers should be familiar with the proper operation of the equipment of the department.
7. If any liquid is split on the floor, it must be cleared off immediately.
8. Teachers must ensure that the rooms under their care are safe example no loose pieces of materials lying around, no dangerous projections from the walls, etc.
9. Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

Safety Procedures to Be Followed By Students in the Home Economics Room

1. The students are to enter the Home Economics room with the permission of the teacher.
2. The students are to use the equipment in such a way that no harm is done to anyone.
3. If any of the equipment is not in proper working order, it should not be used and the matter should be reported to the teacher.
4. Students should have their hair tied properly and should wear either shoes or sandals.
5. The room should be left clean and tidy after use. If lace pins and needles have fallen on the floor, they should be picked up immediately.
6. **Use of sewing machines:**
 - Check that the machines are properly oiled and correctly threaded.
 - The covers of hand and treadle machines should be placed on the sides to prevent tripping.
 - For electrical sewing machines make sure that the electrical cords are in good condition and unplug the chords after use.
 - All the machines must be covered with the covers as soon as sewing is completed.
7. **Use of Iron:**
 - Use the iron in such a way that no injury or harm is done to the person using it or to others.
 - Make sure the iron does not have frayed cords.
 - Keep the cord away from the hot iron.
 - Turn the power off after using and pull the plug out by holding the plug, not the cord.
8. **Gas and Electrical Stove:**
 - Before using any stove make sure the electric cord and the gas fittings are in good order and attached properly.
 - Turn on the correct knobs for the respective hot plates and gas rings.
 - Always use matches to light a stove. [Never use paper and run from one stove to another].
 - As soon as you have finished working switch off the gas mains and electricity.
9. **Electrical Appliances:**
 - Do not use faulty cords.
 - Keep cords away from hot appliances.
 - Use dry hands, not wet hands.
 - Pull plug out by holding the plug, not the cord.
 - Turn power off after use.
10. **Cutting and Chopping Equipment:**
 - Make sure the knives are sharp, so that they will cut efficiently.
 - When using a knife, cut away from oneself or on a chopping board.
 - When passing knives and similar items, give the handle to the other person, not the blade.
 - Use equipment properly for its intended use.
11. **General:**
 - The handle of the pot when placed on a stove should face towards the wall.
 - Always stayed close by when heating fat.
 - Do not leave fat unattended.
 - Use correct pot holders.
 - If oil catches fire, turn the stove off and cover the pan with salt and flour [not water]. Put a lid on the pan or shut oven or griller door to prevent oxygen getting into the flame.
 - Take lids off saucepans in such a way that the steam is directed away from you.

- Mop up spills on the floor.
- Keep curtains away from stoves especially gas stoves.
- When glass breaks; pick up the tiny bits with a damp paper towel.

Safety Procedures to Be Followed By Teachers in the Industrial Arts Department

1. The students should be supervised all the time while they are in the Industrial Arts room.
2. The room should be left clean and tidy after use.
3. The equipment is to be in proper working order and if they are not the matter should be reported to the Principal/Vice Principal/Assistant Principal. If it can be fixed by the teacher without injuring himself/herself, it should be done.
4. The students should be instructed about the appropriate use of equipment.
5. If any student is hurt or injured then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be reported immediately to the Principal/Vice Principal/Assistant Principal.
6. Teachers should be familiar with the proper operations of the equipment of the department.
7. If any liquid is split on the floor, it must be cleared off immediately.
8. Teachers must ensure that the rooms under their care are safe, example no loose pieces of materials lying around, no dangerous projections from the walls, etc.
9. Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

Safety Procedure to Be Followed By Students for Industrial Arts Classes

1. The students are to enter the Industrial Arts rooms only with the permission of the teacher.
2. The students are to use the equipment in a responsible and correct way such that no harm is done to anyone.
3. If any of the equipment is not in proper working order, it should not be used and the matter should be reported to the teacher.
4. Students should have their hair tied properly and should wear either shoes or sandals.
5. The room should be left clean and tidy after use.
6. Students should avoid making hurried or careless movements which could cause collisions with other students and cause injury.
7. Students clothing should not be loose while handling machines.
8. Care should be taken while handling hot metal.
9. Students should wear protective shield over their eyes when lose chips of metal or timber are likely to occur.
10. A student should not continue with an activity is if he/she is injured. He/she should continue only after first aid is obtained and when he/she is fit to continue.

Safety Procedures to Be Followed By Teachers in the Agriculture Science Department

1. The students should be supervised all the time while they are in the room and the Agriculture Nursery.
2. The room should be left clean and tidy after use.
3. The equipment is to be in proper working order and if not, the matter should be reported to the Principal/Vice Principal/Assistant Principal. If the teacher without injuring himself/herself can fix it, then it should be done.
4. The students should be instructed about the appropriate use of the equipment.

5. If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be reported immediately to the Principal/Vice Principal/Assistant Principal.
6. Teachers should be familiar with the proper operations of the equipment of the department.
7. If any liquid is split on the floor, it must be cleared off immediately.
8. Teachers must ensure that the rooms under their care are safe, example no loose pieces of materials lying around, no dangerous posed projections from the walls, etc.
9. Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

Safety Procedures to Be Followed By Students during Agriculture Science Classes

1. The students are to enter the agricultural science rooms only with the permission of the teacher.
2. The students are to use the equipment in a responsible and correct way such that no harm is done to anyone.
3. If any of the equipment is not in proper working order, it should not be used and the matter should be reported to the teacher.
4. Students should have their hair tied properly and should wear either us shoes or sandals.
5. The room should be left clean and tidy after use.
6. Students should avoid making hurried or careless movements, which could cause collisions with other students and cause injury.
7. Students clothing should not be loose while handling machines/tools.
8. A student should not continue with an activity if he/she is injured. He/she should continue only after first aid is obtained and when he/she is fit to continue.
9. If possible students should be use gum –boots while working in the field.
10. **Use of Tools:**
 - Used tools only for the purposes they are designed for.
 - Tools should be handled carefully and a safe distance should be maintained between students while using tools.
 - All tools must be collected and checked before storing them.
 - Tools must be stored in a dry place and locked securely.
11. **Use of Chemicals:**
 - Care should be taken while handling chemicals. Students must wear hand gloves while handling chemicals.
 - The instructions given on the label of the chemicals should be followed.
 - Students must use the safety clothing while spraying chemicals and others must be away at a safe distance.
 - All chemicals should be locked up.
12. **Use of Fertilizers:**
 - Fertilizers should not be stored with tools.
 - Prepare in advance any work to be carried out so that confusion can be avoided.
 - Students must use hand gloves while mixing or applying fertilizers.

Safety Procedures to Be Followed By Teachers in the Science Department

1. The students should be supervised all the time while they are in the rooms/labs.
2. The rooms should be left clean and tidy after use.

3. The equipment is to be in proper working order and if they are not, the matter should be reported to the Principal/Vice Principal/Assistant Principal. If the teacher without injuring himself/herself can fix it, then it should be done.
4. The students should be instructed about the appropriate use of the equipment.
5. If any student is hurt or injured, then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be reported immediately to the Principal/Vice Principal/Assistant Principal.
6. Teachers should be familiar with the proper operations of the equipment of the department.
7. If any liquid is split on the floor, it must be cleared off immediately.
8. Teachers must ensure that the rooms under their care are safe, example no loose pieces of materials lying around, no dangerous projections from the walls, etc.
9. Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.
10. Teachers should know the location and proper operation of the fire extinguisher.
11. Labs and storage facilities should be locked when not under the direct supervision of a teacher.
12. Teachers should have a thorough understanding of the potential hazards of all the materials, processes and equipment in the science labs.
13. Teachers are to set an example to the students and then must follow all safety regulations and constantly remind the students of hazards.

Safety Procedures to Be Followed By Students While in the Science Labs

1. The students should not enter the labs unless asked by a teacher.
2. Covered footwear should be worn at all times in the lab.
3. Students are not permitted to eat or drink in the labs.
4. Any accidents even minor ones must be reported to the teacher or the Principal.
5. Chemicals should not be touched with bare hands.
6. While observing the odor of a substance, do not hold your face directly over the container.
7. If an acid or any other chemical is spilt on the skin or clothing, wash it off immediately with plenty of running water.
8. When heating a test-tube always direct the mouth away from yourself and other members of the class. Hold the test-tube with a holder, at an angle and on the side close to the bottom.
9. Allow ample time for hot glassware to cool. Remember hot glassware looks like cool glassware. Bathe skin burns in cold water.
10. When a small quantity of solution is to be boiled, it should be done in a large test-tube.
11. When using a concentrated acid, always add with constant stirring the acid to water.
12. Never place your thumb or finger over the delivery tube from water before heating is stopped. This prevents sucking back of water into the hot apparatus and a possible explosion.
13. Unused chemicals should not be returned to the stock bottle. If the quantity is large, and could be used again, then it should be stored in a separate labeled bottle.
14. Always handle flammable liquids, such as ethanol with great care and keep them away from naked flames.
15. Always check that the name of a bottle is exactly that of the chemical you require.
16. Always wash your hands after practical work.

17. Never put your hand or clothes towards near a Bunsen flame. Long hair should be tied back. Some hair preparation [example, wet-look, gel, etc] make the hair more flammable than usual and should be avoided. Adjust the Bunsen to give a luminous flame when not in use.
18. Never taste anything unless instructed to do so.
19. Students should know the location and the proper operation of fire extinguisher.
20. At the end of the practical work, power, gas and water should be turned off, and the apparatus and benches left clean and tidy for the next class.

Safety Procedures to Be Followed By Teachers in the Computer Studies Department

1. The students should be supervised all the time while they are in the Computer Labs.
2. The computer lab should be left clean and tidy after use.
3. The computers are to be in proper working order and if they are not, the matter should be reported to the Principal/Vice Principal/Assistant Principal. If it can be fixed by the teacher without injuring himself/herself, it should be done.
4. The students should be instructed about the appropriate use of the computer.
5. If any student is hurt or injured then first aid must be provided immediately. If the injury requires attention in the hospital, then the matter should be reported immediately to the Principal/Vice Principal/Assistant Principal.
6. Teachers should be familiar with the proper operations of the computer and devices of the department.
7. If any liquid is split on the floor or table, it must be cleared off immediately.
8. Teachers must ensure that the computer labs under their care are safe, example no wire coiled and lying in the walking areas, no damaged or frayed wire, no damaged electrical switches, etc.
9. Teachers should ensure that the temperature inside the lab is cool enough to prevent overheating of the computers.
10. Teachers should ensure that the computers are cleaned regularly to avoid adverse effects due to dust.
11. Teachers should be familiar with first aid training, which must include treatment for cuts, burns, electric shock and artificial respiration.

Safety Procedures to Be Followed By Students for Computer Studies Classes

1. The students are to enter the Computer Labs only with the permission of the teacher.
2. The students are to use the computers in a responsible and correct way such that no harm is done to anyone.
3. If any of the computers are not in proper working order, it should not be used and the matter should be reported to the teacher.
4. Students should not run inside the computer lab.
5. Students should be aware of the exits in the lab and the location of the fire extinguishers.
6. Students should keep their bags and coats in a designated area.
7. Students should not type continuously for extremely long periods of time.
8. Students should look away from the screen once in a while to give their eyes some rest.
9. Students should not touch any exposed wire or sockets.
10. Students should avoid making loud noises and speaking loudly.
11. Students should not open any part of the computer and touch the back of the computer when they are switched on.
12. Student should not spill water or any other liquid on the computer.

13. Student should not bring any food or drinks inside the computer lab.
14. Students should turn off the computer once they've finished using it.
15. Students should not access external devices like USBs without scanning them for computer viruses first.
16. Students should always maintain an extra copy of all their important data.
17. Students should not touch any of the circuit boards and power sockets to which the computers are connected.

Safety Procedures to Be Followed in the Canteen

1. Students are not allowed to enter the canteen without permission.
2. No student is allowed to use the canteen equipment without the permission and supervision of the teachers.
3. All teachers and students must wear shoes at all times while in the canteen.
4. All the activities carried out by students in the canteen must be supervised by the teachers.
5. Students are not allowed to do any form of cooking in the canteen.
6. In case of fire, students and teachers must evacuate the canteen premises immediately as per the school evacuation plan.
7. Teachers should not send students to get matches from the canteen.

Safety Procedures to Be Followed by the School Gardener

1. The gardener [handyman] while mowing the lawn either using brush cutter or using the lawn mower must use safety equipment such as gum boots, goggles, helmet, etc for his/her personal safety.
2. The lawn mower or brush cutter should not be used where students and teachers move about and also during breaks.
3. Students and teachers are to keep a safe distance from the lawn mower and brush cutter.

Safety Procedures to Be Followed During School Excursions, Field Trips and Expeditions

Teachers in charge must:

1. Obtain written parental consent.
2. Inform parents of the details of the excursions, including the date and time of departure, mode of transport, names of teachers accompanying the students, nature of activity, places to be visited and the date and time of return.
3. Ensure that there is no overloading of the vehicles.
4. Ensure that the driver has a valid driver's license.
5. Ensure that all the accompanying teachers are given a thorough prior briefing on matters relating to safety, control and behavior of the students.
6. Ensure that head count is taken before departure and at every stage of the journey.

Safety Procedures to Be Followed While in the School Bus and on the Road

1. Students and teachers must follow all safety rules in the school bus, on the road and the footpath at all times.
2. Students should always walk on the right side on the road.
3. Students should not put their hand/ head out of the window of the bus.
4. Students should not cross the road from the front or back of a parked bus. They should let the bus go and then cross when the road is clear.
5. Students should not sit/stand on the steps of the bus while travelling.

6. Students should not try to disembark or board a moving bus. They should wait till the bus is properly parked.
7. Students should not communicate with the bus driver while the bus is moving. They should not provoke others in the bus.

Safety Procedures to Be Followed While Construction Work is going on at School

1. While constructing a shed to shelter students during sports, camps, etc, teachers in charge must ensure that the post is bodied at least if at least 18 inches deep and or the necessity precautions taken to prevent the shed from collapsing on students due to strong wind, normal physical contact with the shed, etc.
2. Students and teachers must take all precautions during maintenance/construction work.

Safety Procedures to Be Followed While Practicing For Cultural Items, Cheering Squad

1. Students must use only good extension cords.
2. Students must be supervised by the teachers.
3. All cheering and rehearsals to be practiced and performed only with prior permission from the teacher in charge and under strict supervision of teachers only.

Note:

We [the Khalsa College community] will take all due care and responsibility to ensure a safe supervision and a safe environment. However the staff, school administrators, college management board, the Sikh Education Society together with the Ministry of Education will be absolved from all costs and claims.

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Mr. Sanjesh Chandra
Principal
25th February 2015

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Mr. Dalabar Singh
Manager – Board of Governors
25th February 2015