

OCCUPATIONAL HEALTH AND SAFETY POLICY

1. Purpose

The Philippine School is committed to providing, so far as is reasonably practicable, a safe environment without risk to health for all its employees, school community, contractors and third parties through the effective implementation of health, safety, sustainability, quality and environmental policies and procedures.

2. Objectives

- To provide a safe and healthy learning environment for all students and staff.
- To comply with ADEK regulations and other applicable health and safety laws.
- To prevent accidents, injuries, and illnesses through proactive measures and continuous improvement.
- Empower employees by providing suitable information, instruction, and training to allow them to perform their roles safely.
- Ensure that the health and safety management system is continually improved.
- Ensure that health and safety performance is continually monitored and improved upon.
- Implement and maintain a procedure for ongoing hazard identification, risk assessment and the determination of necessary hierarchal controls.
- Communicate and consult with employees on health and safety matters.

3. Responsibilities

School Management:

- Ensure that health and safety policies are implemented, monitored, and reviewed regularly.
- Provide necessary resources, training, and information to all staff members.
- Establish a Health and Safety Committee to oversee and promote safety initiatives.
- Principals have a specific responsibility for ensuring the implementation of the health and safety policy into their respective schools.
- Principals have a responsibility to ensure suitable emergency exercises are carried out at regular intervals throughout the year. The frequency of the exercises must comply with TPS emergency procedures and local legislation.

Health and Safety Committee:

- Conduct regular inspections and risk assessments to identify and mitigate potential hazards.
- Investigate incidents and implement corrective actions.
- Communicate safety policies and updates to all staff, students, and parents.
- The Head of Health and Safety is responsible for establishing and monitoring the health and safety strategy for TPS Education.
- The Head of Health and Safety and relevant HSE team are responsible for providing timely health and safety support and guidance to all relevant persons.





Staffs:

- Follow all safety procedures and guidelines.
- All employees have the responsibility to protect their own health, safety and wellbeing and that of those who may be affected by their acts or omissions.
- Report any hazards, incidents, or unsafe conditions to the Health and Safety Officer.
- Participate in safety training and drills.

Students:

- Follow instructions from staff regarding health and safety.
- Report unsafe conditions or incidents to a teacher or staff member.
- Participate in safety drills and activities.

Contractors:

- All contractors and service providers are responsible for ensuring that they comply with TPS Education health and safety policies and procedures. Moreover, they are responsible for monitoring their own health and safety performance and that of their employees and sub-contractors.

4. Risk Management

- Conduct regular risk assessments to identify potential hazards in classrooms, laboratories, playgrounds, and other school areas.
- Implement control measures to eliminate or minimize risks.
- Regularly review and update risk assessments.

5. Emergency Procedures

Fire Safety:

- Conduct regular fire drills for staff and students.
- Ensure that fire exits are clearly marked and unobstructed.
- Install and maintain fire alarms and extinguishers.

First Aid:

- Equip the school with first aid kits in strategic locations.
- Train staff in basic first aid and CPR.
- Designate a Health and Safety Officer to manage medical emergencies.

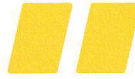
Evacuation Plans:

- Clearly display evacuation routes in all areas of the school.
- Conduct evacuation drills regularly and ensure all staff and students are familiar with procedures.

6. Training and Awareness

- Provide regular training to staff on health and safety practices, including fire safety, first aid, and emergency response.
- Organize workshops and awareness programs for students on topics like personal safety, hygiene, and emergency preparedness.





7. Monitoring and Review

- The Health and Safety Committee will monitor the effectiveness of the OHS policy through regular audits, inspections, and feedback from staff and students.
- The policy will be reviewed annually or as needed, and revisions will be made to address emerging risks or changes in legislation.

8. Compliance with ADEK Standards

- The Philippine School - Baniyas will ensure full compliance with ADEK health and safety standards and regulations. Regular audits will be conducted to maintain our accreditation and commitment to providing a safe educational environment.

9. Communication

- Safety policies and updates will be communicated to parents/guardians through phone calls, WhatsApp, and emails.
- Safety information will be made accessible to all staff and students through meetings, notices, and the school website.

10. Review and Revision

- These obligations will be reviewed annually to ensure ongoing compliance with guidelines and to address any emerging safety issues.
- Updates will be made as necessary to reflect changes in guidelines, safety practices, or school procedures.

Policy Title:	Occupational Health And Safety Policy
Review Date:	August 29, 2024
Next Review Date:	August 29, 2025
Compliance & OHS Officer:	June Keith M. Mariano

Approved By:


Jesus S. Ostos Jr
School Principal

