

COGNITA

Health and Safety Policy



St. Andrews
International School
Dusit

DOCUMENT CONTROL

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Author	Joab To, Health & Safety Manager Asia	
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Changes from previous version	RESPONSIBILITIES: Provided clarity in individual roles PROCEDURES: Simplified to explain implementation of policies and review of policies through PDCA cycle. APPENDIX: Revised Health and Safety Policy Statement	
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HEALTH AND SAFETY POLICY

1 PURPOSE

- 1.1. The School is committed to establish a Health and Safety Management System to ensure the obligations listed below are met.
- 1.2. The School fulfils its obligations under:
 - i. Workplace Safety and Health Act (Chapter 354A), Revised Edition 2009, Singapore, and all subsidiary legislation made under Section 65 of the Workplace Safety and Health Act in force from time to time;
 - ii. Law on Occupational Safety and Health (Law No. 84/2015/QH13) 2015 Vietnam;
 - iii. Occupational Safety, Health and Environment Act, B.E. 2554 (A.D. 2011) Thailand;
 - iv. Occupational Safety and Health Ordinance (Chapter 509) Hong Kong;
 - v. other laws and regulations as may be in force in these countries from time to time relevant to the implementation of this Health and Safety Policy.

Commented [JT1]: Delete legislation that is not relevant to your country of operation

2 SCOPE

- 2.1. The School is under a duty to look after the health, safety and welfare of all its employees, students, contractors and others who may use the premises that the School owns and manages.

3 RESPONSIBILITIES

Head of School

- 3.1. Oversee health and safety issues of the School by considering health and safety implications in all activities and decisions.
- 3.2. Provide resources to fulfil the purpose of this Health and Safety Policy.
- 3.3. Improve health and safety performance of the School to drive continuous improvement in health and safety standards.

Health and Safety Committee

- 3.4. Implement and communicate the Health and Safety Policy in accordance with legal obligations, requirements of relevant local authorities and industry best practices.
- 3.5. Monitor health and safety performance of the School for reporting and compliance purposes.
- 3.6. Provide health and safety information, supervision and training for employees, students and where appropriate, contractors and visitors for each of them to fulfil their responsibility in health and safety.
- 3.7. Promote a positive health and safety culture within the School to engage participation of stakeholders in providing feedback to improve health and safety.

Members of Staff and Contractors

- 3.8. Take ownership of personal safety for themselves and other employees.
- 3.9. Act in accordance with this Health and Safety Policy and comply with its requirements.
- 3.10. Attend and complete health and safety training to be equipped with knowledge to manage possible health and safety risks.
- 3.11. Control health and safety risks arising out of the School' activities.

PROCEDURES

HEALTH AND SAFETY POLICY

4 PROCEDURES

Plan

- 4.1. Demonstrate leadership commitment through endorsement of the Health and Safety Policy Statement ([See Appendix: Health and Safety Policy Statement](#))
- 4.2. Retrieve all policy documents related to Health and Safety and review that they are the latest version available.
- 4.3. Read and understand the requirements of each policy document.

Do

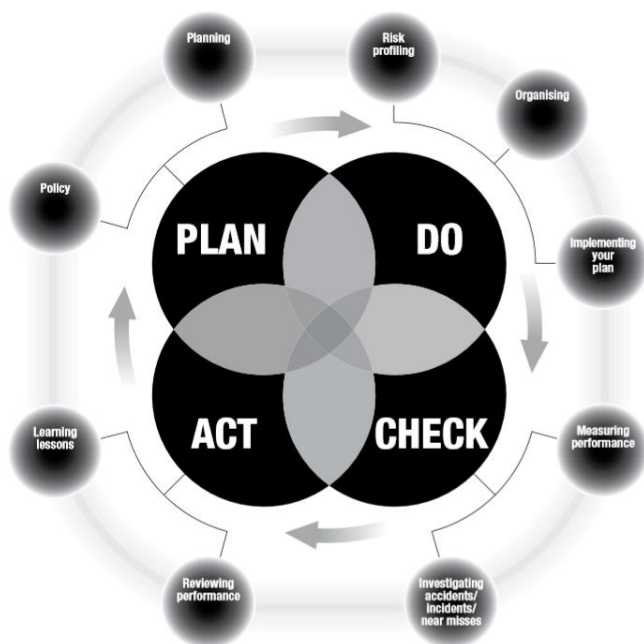
- 4.4. Determine the order for implementation of the relevant policy based on the risk profiling for the School.
- 4.5. Assign resources to assist in the implementation of each policy. ([See Appendix: Organisation Chart](#))
- 4.6. Implement each policy according to plan.

Check

- 4.7. Perform an audit for each policy to identify gaps and areas of improvement.

Act

- 4.8. Review the audit findings (self-audit / group audit) for each policy.
- 4.9. Identify action items and action owners for each gap identified.
- 4.10. Assign resources to close the gaps.



5 APPENDIX

Organisation Chart

<INSERT ORGANISATION CHART>

HEALTH AND SAFETY POLICY

Health and Safety Policy Statement

We are committed to:

1. Have a systematic approach to health and safety management through implementation of this Health and Safety Policy to achieve continuous improvement.
2. Ensure that all activities undertaken as part of the School are managed in a safe manner in accordance with industry best practice through compliance and performance monitoring.
3. Invest in our people through provision of health and safety training.
4. Play a leading role in health and safety by preventing injuries and illnesses in our School and to be the best and most admired global schools' group.
5. Promote a culture in which all Cognita employees share this commitment.

NAME: **Insert Name**

SIGNATURE:

DATE: **Insert Date**

Head of School

Insert Name of School

HEALTH AND SAFETY POLICY

Self Audit Checklist

Questionnaire	Response		
	Yes	No	N.A
Check current Health and Safety Policy Statement: Is the Health and Safety Policy Statement signed by the highest leadership and kept up-to-date?			
Interview a member of the leadership team: Is the leadership aware of their responsibility in regard to Health and Safety?			
Interview a staff: Is the staff aware of where to get access to all policies related to Health and Safety?			
Check the Self-Audit Checklist score for other policies related to Health and Safety: Is the Self-Audit Checklist completed for all the other policies?			
Check the status of the action items arising from the Self-Audit / Group Audit: Are learnings shared with recommended actions implemented?			