

OCCUPATIONAL HEALTH & SAFETY POLICY

1. Rationale:

A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

2. Aims:

- 2.1 To ensure that appropriate standards of workplace safety are maintained at all times.
- 2.2 To raise the profile of Occupational Health and Safety (OHS) issues within the school.
- 2.3 To create a team approach to health and safety issues.
- 2.4 To prevent accident, injuries and disease in the workplace.
- 2.5 To comply with all relevant health and safety legislation; and allocate adequate resources to maintain healthy, safe and supportive workplaces.

3. Implementation:

- 3.1 Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- 3.2 Employees, visitors, volunteers and contractors are required to:
 - report hazards and incidents
 - participate in training
 - consult and cooperate with DEECD on safety related matters; and
 - follow safety instructions and observe the wearing of personal protective equipment as required.
- 3.3 An Occupational Health and Safety Committee will be established and it will meet at least once per term.
- 3.4 Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- 3.5 The Occupational Health and Safety representative and Principal will conduct regular 'walk through' safety audits using checklists.
- 3.6 Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via staff meetings, the weekly memo, public address announcements etc.
- 3.7 Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- 3.8 The required number of first aid trained personnel will be maintained at all times.
- 3.9 A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- 3.10 WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary. Victorian WorkCover Authority field officers are welcome at our

school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DEECD Occupational Health & Safety Unit.

- 3.11 An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee or after any serious incident.
- 3.12 The outcomes of this review will be included within the Buildings and Grounds committee's report to School Council and the community.

4. Evaluation:

- 4.1 This policy will be reviewed as part of the school's three-year review cycle. Ratified 27th October 2014.