

HEALTH, SAFETY AND WELLBEING POLICY

1. Rationale:

1.1 Our school aims to be safe, healthy and a supportive workplace free from injury and disease.

2. Aims:

2.1 The Department of Education and Training (DET) recognises its legal and social responsibility to prevent work-related injury and illness and to provide a healthy, safe and supportive workplace for its employees and others who come into DET schools and offices. DET Executive is committed to improving workplace health, safety and wellbeing as a fundamental people management responsibility. Principals and managers and staff need to work collaboratively to implement improvements.

2.2 This policy applies to all employees, students, visitors, volunteers and contractors in DEECD schools and offices and aims to

- prevent injury/illness from occurring in the workplace.
- comply with all statutory requirements with regard to Acts and Regulations, codes of practice and standards as the minimum acceptable level.

3. Implementation:

3.1 Develop a clear system of responsibility and accountability for principals/managers and employees. This involves inclusion of OHS responsibilities in job descriptions and accountability for the outcomes.

3.2 Develop and apply OHS policies, procedures and practices in accordance with statutory requirements and accepted health and safety standards.

3.3 Integrate OHS compliance, awareness and prevention strategies into departmental and local workplace policies and procedures.

3.4 Provide instruction, information and training for principals/managers (including senior management and regional personnel) and employees to enable them to perform their OHS roles and responsibilities.

3.5 Consult with employees and students on health, safety and wellbeing issues directly as well as through their health and safety representatives and employee representative organisations on issues affecting them.

3.6 Allocate adequate resources to maintain healthy, safe and supportive workplaces implement effective and innovative initiatives to improve health, safety and wellbeing in all DEECD workplaces.

3.7 Investigate accidents and act to prevent reoccurrence.

- 3.8 Implement effective reporting, recording and investigation of all workplace injuries, illnesses and incidents.
- 3.9 Reduce health, safety and wellbeing risks through a documented process of hazard identification, risk assessment and control.
- 3.10 Monitor, review and improve health, safety and wellbeing management systems.
- 3.11 The role the Principal is:
- be actively involved in and responsible and accountable for maintaining a healthy, safe and supportive workplace.
 - implement health, safety and wellbeing policies and procedures.
 - provide adequate and competent supervision with regard to employee health, safety and wellbeing.
 - ensure that fire wardens, first aiders and health and safety representatives are in place in your school or work area.
 - take part in training to ensure a knowledge of your obligations and responsibilities with regard to occupational health and safety.
 - correct hazards promptly.
 - act early to address stress, bullying, morale and similar people management issues.
- 3.12 The role of employees is to:
- carry out health, safety and wellbeing procedures and practices.
 - protect your own health, safety and wellbeing and that of fellow workers.
 - take part in training to ensure knowledge of employee health matters and to develop safe work practices.
 - report hazards and work relationship problems quickly to your manager. Your health and safety representative can be involved where issues are not resolved.

4. Evaluation

- 4.1 This policy was last reviewed on the 15th June 2015.