



Chilwell Primary School

"Learning for Life"

No.2061

Gavan Welsh – Principal

313a Pakington Street, Newtown, 3220 Telephone: (03) 5221 2738 Fax: (03) 5221 8191
email: chilwell.ps@edumail.vic.gov.au ABN 43 418 945 496

POLICY: OCCUPATIONAL HEALTH AND SAFETY

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 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.

3. Implementation:

- 3.1 Occupational Health and Safety is a shared responsibility of all staff.
- 3.2 School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- 3.3 An Occupational Health and Safety Committee representative and the Principal will meet as required.
- 3.4 Adequate resources 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 half yearly 'walk through' safety audits using checklists contained in the 'OH&S Guidelines – Support Material for Schools' document and draft reports for OH&S committee to act upon.
- 3.6 Issues relating to OH&S, for example building works being conducted at the school, will be communicated to all staff via the Staffroom TV, 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 All accidents and incidents will be investigated and reported.
- 3.10 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.
- 3.11 Work Cover and rehabilitation issues are to be referred to the Principal or Return to Work Co-ordinator as necessary. All serious incidents will be reported according to 'OH&S Guidelines – Section 2 – Risk Management'.
- 3.12 Victorian Work Cover 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.
- 3.13 Induction of contractors of OH&S standards and expectations.
- 3.14 Staff meetings – OH&S on agenda.

4. Evaluation:

- 4.1 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.
- 4.2 The outcomes of this review will be included within the Environment Committee's report to School Council and the community.

5. **Ratified:** This policy has been ratified by School Council – October 2016.

Review: Annually