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:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

3. Implementation:

- Occupational Health and Safety is a shared responsibility of all staff.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- An Occupational Health and Safety Committee representative and the Principal will meet as required.
- Adequate resources will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- 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.
- 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.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents will be investigated and reported.
- 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.
- 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’.
- 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.
- Induction of contractors of OH&S standards and expectations.
- Staff meetings – OH&S on agenda.

4. Evaluation:

- 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.
- 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