



# Chilwell Primary School

No.2061

*"Learning for Life"*

Gavan Welsh – Principal

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## POLICY: OCCUPATIONAL HEALTH AND SAFETY

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### 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 as per OH & S Activity calendar.
- 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 will be used.
- 3.6 The OH & S calendar will indicate the timing and number of OH & S activities.
- 3.7 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.
- 3.8 Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- 3.9 The required number of first aid trained personnel will be maintained at all times.
- 3.10 All accidents and incidents will be investigated and reported.
- 3.11 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.
- 3.12 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'.
- 3.13 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.
- 3.14 Induction of contractors/staff of OH&S standards and expectations.
- 3.15 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 – November 2020.

Review: 2021