

OCCUPATIONAL HEALTH & SAFETY POLICY STATEMENT

BELIEF:

- 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.
- We recognise that we have a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors on the school site

AIM:

- 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 investigate occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To create a team approach to health and safety issues by implementing staff health and wellbeing strategies.
- To prevent accident, injuries and disease in the workplace.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

GUIDELINES FOR ACTION:

- Occupational Health and Safety is a shared responsibility of all staff.
- An Occupational Health and Safety Committee will be established and it will meet at least once per term. This group will include the Principal, the OHS Coordinator, Teaching Staff Representative and an SSO Staff Representative.
- School Council will provide sufficient funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- Such information, instruction, training and supervision will be provided to staff to enable them to perform their work in a safe and healthy manner.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- Sufficient levels of first aid trained personnel will be maintained at all times.
- A formal process of reporting, recording and investigating incidents and safety hazards, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained. These are kept in the General Office

Endorsed by School Council 17/5/2004.

IMPLEMENTATION:

- The role of the OHS Coordinator will be allocated to a senior member of the school staff.
- Relevant OHS responsibilities will be included in all job descriptions and responsibilities will be published in the staff handbook annually.

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- The staff will elect a staff Occupational Health and Safety Representative.
- The Occupational Health and Safety Representative and principal will conduct regular 'walk through' safety audits using checklists contained on pages 38-50 of the 'OH&S Guidelines – Support Material for Schools' document and draft reports for OH&S committee to act upon. These activities will involve:
 - Formal processes for reporting, recording and investigating potential or actual hazards in both physical environment and work practices.
 - Reporting and documenting injuries
 - Periodic analysis of records to identify incident patterns
 - Provision of first aid facilities and trained staff.
 - Emergency management procedures which are documented, publicised and practiced
- OHS considerations will be integrated into the general management practices of the school for example:
 - Facilities design
 - Contractor management
 - Staff welfare
 - Professional development and induction processes
 - Staff timetabling
 - Program budgeting
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via public address announcements, memos etc.
- The school will update annually the procedure for Preventing Falls of greater than 2 metres. (This document follows this policy statement).
- All accidents and incidents will be investigated and reported.
- Work Cover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Work Safe field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DE&T Occupational Health & Safety Unit.

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 Buildings and Grounds committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

OHS Issue Resolution Flow Chart

The management representative for resolving health and safety issues at this school is:

Anthony Hilton (Principal)

The OH&S representative for resolving health and safety issues at this school is:

Diana Vivian (Teacher)

