

**Title: Occupational Health & Safety Policy**

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**Scope:**

This policy applies to all employees, students, visitors, volunteers and contractors in **Department of Education and Early Childhood Development (DEECD)** schools and offices and is readily accessible to all interested parties.

**DEECD OHS Commitment and Principles:**

DEECD is committed to providing employees, students, contractors and visitors with a healthy and safe environment.

DEECD will so far as is reasonably practicable take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at all DEECD workplaces.

**DEECD is committed to:**

- preventing injury and illness occurring in DEECD workplaces;
- consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives (HSRs) and employee representative organisations on OHS issues affecting them;
- achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives;
- complying with all relevant health and safety legislation; and
- allocating adequate resources to maintain healthy, safe and supportive workplaces.

**DEECD will meet its commitment to Health & Safety by:**

- providing appropriate information and training for principals/managers (including senior management and regional personnel) and employees to enable them to perform their OHS roles and responsibilities;
- holding all levels of management accountable for the health & safety of employees under their management;
- consistently applying DEECD OHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards;
- reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence;
- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and
- monitoring, reviewing and improving health, safety and wellbeing management systems.

**DEECD employees, visitors, volunteers and contractors are required to:**

- report hazards and incidents;
- participate in training;
- consult and cooperate with DEECD on safety related matters; and
- follow safety instructions and observe the wearing of personal protective equipment as required.

**Richard Bolt**



Secretary  
19 January 2012