

OCCUPATIONAL HEALTH AND SAFETY **POLICY**

PURPOSE

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.

- 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.

GUIDELINES

- 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 will be established and it will meet at least once per term.
- Adequate resourcing 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 regular 'walk through' safety audits using inspection checklists contained in the Department's OHS Management System – OHS Hazards – Inspection Checklists.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, 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, Edusafe and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal.
- Victorian WorkCover 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.

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.

All policies will be reviewed as part of the school's cyclic review process. This policy will be reviewed in August 2015.



COUNCIL APPROVED: _____

DATE: _____