

OHS CONFLICT MANAGEMENT

POLICY

Rationale:

- The early and effective resolution of conflict between staff members contributes significantly to the creation of a positive, stress-free workplace. We have therefore developed a fair and structured process for managing conflict and workplace issues that we believe provides opportunities for early and effective resolution of employee concerns.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To ensure appropriate consultation and communication regarding OHS matters, and that a clear and effective method for dealing with conflict is understood and available to all.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- Open, honest, clear and accurate communication between all parties is a characteristic of safe and accident free workplaces.
- An additional support for the resolution of workplace conflict is the engagement of Resolutions RTK on 9529 6600.
- The agreed Issue Resolution Flow Chart, the OHSR and the principal will all indicate to staff involved in a workplace issue can seek assistance or support from the Employee Assistance Program (EAP) at any time by contacting 1800 337 068.
- The Issue Resolution Flow Chart and information regarding the EAP will be displayed on the OHS noticeboards throughout the school.
- Issues that appear to repetitively cause conflict between staff members, or that cause significant conflict will be considered for review by the OHS committee in consultation with staff. In doing so, the committee will engage a consultative, risk management approach.
- Staff members will always be invited to contribute at any time to OHS matters, inspections or reviews that involve them or their work.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and 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.

This policy was last ratified by School Council on....

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