

# OHS INDUCTION & TRAINING

## (STAFF) POLICY

### Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Proper induction and training of new staff members will assist in the promotion and maintenance of a pleasant, safe and rewarding working environment for all.

### Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issued within the school.
- To ensure new staff are properly and safely inducted into the school environment.
- 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.
- The OHS committee will establish and conduct an annual OHS activities calendar of mandated and situational OH&S requirements including communication of OHS policy with staff, walk-through audits, workplace and first aid inspections, policy and first aid reviews, emergency drills, electrical tag and testing programs, reviews of the OHS Risk Register, training programs etc.
- The OHSR will communicate openly and freely with all staff. This will include the establishment of an OHS notice-board in the staffroom that will include all minutes of OHS meetings, our OHS Committee Charter, newsletters, our Agreed OHS Issue Resolution Process, names and contacts of all OHS committee members, our Consultation and Communication policy, our current First Aid Summary Sheet, our Risk Management and Occupational Rehabilitation Program Statement, our Issue Resolution Flowchart, our OHS Activities Calendar, the Workcover 'If You Are Injured' poster and our Emergency Plan.
- The OHSR will also ensure that as a key component of the induction and training of all new staff members, an OHS induction occurs with an Assistant Principal and is recorded on an Induction Checklist.
- Completed OHS Induction Checklists will be maintained in each staff member's respective personnel files.
- In addition, the OHSR will identify the OHS training needs of all staff are identified (including Safe Work Procedures training) and recorded on a Training Needs Analysis.
- The Training Needs Analysis will be used to complete an OHS Training Register for each staff member.
- The OHS Training Register will be used to record the training needs, completed training and competencies of each individual staff member. The school principal in consultation with the OHSR and the OHS committee members will develop Safe Work Procedures appropriate for each activity identified with an inherent high or extreme risk level detailed on the OHS Risk Register.
- The OHSR will ensure staff potentially involved in tasks with an inherent high or extreme risk as identified on the OHS Risk Register are sufficiently trained and assessed as competent in appropriate Safe Work Procedures and Permit to Work applications.
- Staff who are appropriately trained and assessed as competent in the Safe Work Procedure and will still be required to submit a Permit to Work application before undertaking the potentially hazardous activity wherever practicable.
- An OHS training schedule (including Safe Work Procedure training) that results from the Training Needs Analysis will form part of the OHS Activities Calendar.

- Monthly OHS committee meetings will include reviews and updates of the OHS Activities Calendar, including any new training that is required to be organised for staff.
- Adequate resourcing will be available to ensure that OHS induction and training needs of all staff consistent with the OHS Needs Analysis and the OHS Activities Calendar are able to be met.
  
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

**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....

**February 2015**