

OCCUPATIONAL HEALTH & SAFETY POLICY

Rationale:

- 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.

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 create a team approach to health and safety issues.
- 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.
- An Occupational Health and Safety Committee will be established and it will meet at least monthly consistent with an OHS Charter that it develops. An Occupational Health and Safety Representative (OHSR) will be elected by staff. The OHSR and the principal will be members of the OHS committee.
- School Council will provide funds to ensure that the appointed workplace OHSR receives the appropriate training and accreditation.
- The OHSR 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 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.
- OHS matters will regularly form part of general staff meeting agendas.
- The OHSR and appropriate others will conduct regular 'walk through' safety audits and inspections using appropriate checklists and reports will be agendaed for OH&S committee to consider and act upon.
- Monthly OHSR meetings will also include reviews and updates of the OHS activities calendar, reviews of any incidents or hazards reported by staff, and any new training that is required.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S safety audits, inspections, initiatives or programs can be fully investigated, planned and implemented as appropriate.
- Issues relating to OHS, for example building works being conducted at the school will be communicated to all staff via staff meetings, 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 and first aid equipment will be maintained at all times.

- All accidents and incidents and near misses will be investigated and reported to the OHS committee and any other authorities as appropriate.
 - A formal process of reporting, recording and investigating incidents, including a First Aid Register and an OHS Risk Register, will be well known, adhered to and maintained. All employees may raise OHS concerns directly with the OHSR or principal any OHS committee member at any time.
 - WorkSafe authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Department of Education Occupational Health & Safety Unit as required.
 - WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
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- 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 in...

February 2015

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November 2014