

SAFE WORK PROCEDURE

POLICY

Rationale:

- Some tasks associated with our work can have inherent risks. We have a responsibility to identify and eliminate or minimise these risks. Staff members who are to be involved in activities identified as a risk hazard, are to be supported by training, resources and safe work procedures.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues within our school.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- Occupational Health and Safety (OHS) is a shared responsibility of the School Council and all staff.
- 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 inspections, completion of workplace inspection checklists, policy and first aid reviews, emergency drills, electrical tag and testing programs, reviews of the OHS Risk Register, and training programs etc.
- The OHSR in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards and rate the inherent risks associated with each hazard.
- The OHSR will refer to the hierarchy of controls (eliminate, substitute, engineering, administration, personal protective equipment) and establish a series of controls that eliminate or effectively minimise and manage the risk associated with each potential hazard.
- The OHS Risk Register will detail the controls that are to be implemented as well as a schedule indicating implementation timelines for each proposed control.
- 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. Contractors will be required to provide Safe Work Method Statements to the principal before commencing any work that is potentially hazardous.
- Staff will be appropriately trained and assessed as competent in the Safe Work Procedure and will be required to submit a Permit to Work application before undertaking the potentially hazardous activity wherever practicable.
- Safe Work Procedure training will also be scheduled as an integral component of the OHS activities calendar.
- Records of all Safe Work Procedure training will be maintained.
- The OHS committee will ensure the OHS Risk Register is kept up to date, reflects the phased introduction of hazard controls, reflects changes in the workplace, is communicated to staff,

contractors, visitors or volunteers as appropriate, and is reviewed consistent with the OHS Activities Calendar.

- School Council will provide sufficient funds over time to ensure that the control measures (including Safe Work Procedure training) as identified in the OHS Risk Register are implemented.
- 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