

OHS – VOICE CARE

POLICY

Rationale:

A teacher's voice is their primary tool of trade. A teacher's voice is also used much more frequently than that of most other professionals. Due to the demands that are placed on their voices, teachers are at an increased risk for developing voice problems which need to be avoided.

Aims:

- To provide teachers with the knowledge and skills to minimise voice problems, and to support each teacher in the care of their voice.
- Voice problems will be minimised or eliminated at school as part of the school's regular Occupational Health & Safety (OHS) workplace practices.

Implementation:

- **OHSR for the Underbool Primary School refers to the Principal.**
- The OHS committee in consultation with staff will focus attention on voice care with teachers annually as part of the OHS Activities Calendar.
- In doing so, all teaching staff will be made aware of the potential of voice problems and the hazards associated with sustained and/or excessive voice use.
- All teachers will be professionally developed in the area of voice health consistent with the [Voice care for Teachers Program](#).
- This will include the completion of the Voice Knowledge questionnaire, analysis of the results for each teacher, and the provision of advice and additional information in sections of the questionnaire where teachers have not achieved the optimum result.
- Staff members will develop a Voice Care Action Plan including the identification of voice care goals for areas of voice care concern, strategies by which they will achieve the goals, and progress notes indicating progress toward achieving each voice care goal.
- The OHSR in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards, including risks to each teacher's voice health.
- The OHSR will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) when establishing and implementing controls that eliminate, minimise or manage the risks associated with voice care.
- The OHSR will ensure the OHS Risk Register is kept up to date and is reviewed consistent with the OHS Activities Calendar.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR and nominees 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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