

Occupational Health and Safety

Purpose

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 increase awareness of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation

- Occupational Health and Safety is a shared responsibility of the School Council and all staff
- School Council will provide funds to ensure that the appointed Workplace Occupational Health and Safety Representative receives the appropriate training and accreditation.
- An Occupational Health and Safety person/committee will be nominated/ established and all safety incidents will be closely monitored.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative and Principal will conduct regular 'walk through' safety audits.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff.
- 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 will be maintained at all times.
- All serious accidents and incidents will be investigated and reported to the Principal and appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- Work Safe and rehabilitation issues are to be referred to the Principal.
- Victorian Work Safe Inspectors are welcome at our school. Any resulting Improvement notices will be complied with, and reported immediately to the DET Occupational Health and Safety Unit.

Evaluation:

- Minor review conducted annually by program leader in consultation with relevant team. Major review on a cyclic basis as deemed necessary by Principal and School Council.