



Derinya Occupational Health and Safety (OH&S) Policy

1. RATIONALE

1.1

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.

2 OBJECTIVES

- 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.
- To comply with OH&S related legislation and DEECD directives or guidelines relating to health and safety. To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing recurrence.
- To maintain written records on all OH&S activities undertaken.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

3 ROLES & RESPONSIBILITIES

3.1

- Occupational Health and Safety is a shared responsibility of the School Council, the Principal 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 Committee will be established consisting of the Principal, elected OH&S staff representative, volunteer area managers and other staff members as appropriate. It will meet at least once per term.

(The Principal is the OH&S management representative by default, however a management team member with appropriate seniority may be nominated by the Principal to act as the employer's OH&S representative in an operational capacity (ie. OH&S Co-ordinator) but the overall responsibility cannot be delegated. The nominated OH&S management representative may **not** also act in the role of elected staff Health and Safety Representative (HSR).

3.2

All staff have a responsibility to:

- take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions
- report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
- follow established safe working procedures.

4. IMPLEMENTATION STRATEGIES

4.1

- The Committee will establish an [Activities Calendar](#) in which it determines a calendar of OH&S related events and activities to be conducted throughout the year.
- The Committee will identify, assess, control and monitor risks throughout the school by the compilation of an up to date and school specific [Risk Register](#). A Safe Work Procedure will be developed using a Safe Working Procedure template for any risk identified as 'High' or 'Extreme'.
- The OH&S Committee will conduct regular 'walk through' safety audits and inspections consistent with the Activities Calendar or as necessary using appropriate checklists and draft reports for OH&S committee to consider and act upon.
- The Principal will implement an agreed OH&S Issue Resolution Procedure. The resulting Issue Resolution Flowchart will be communicated to all staff and displayed in prominent positions in the school.
- OH&S dedicated notice boards displaying the OH&S policy, the Activities Calendar, names of OH&S Representative and any safety officers, Risk Management and Occupational Rehabilitation Program Statement, an Emergency Evacuation Plan, a WorkCover 'If You are Injured' poster, [EduSafe Poster](#), Agreed Resolution Flowchart, Employee Assistance [Program \(EAP\) poster](#), minutes of meetings and any other OH&S related information for staff.
- The OH&S Committee will ensure that safety, hazard and warning signs are prominently displayed as required.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented.
- Issues relating to OH&S, for example building works being conducted at the school, will be communicated to all staff via 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 will be maintained at all times and adequate first aid kits will be available around the school
- All staff will undertake on line OH&S electronic training courses specific to their roles.

4.2

- All accidents and incidents and near misses involving staff will be investigated and reported to the School Council president and other appropriate authorities via [EduSafe](#). Volunteers, visitors or contractors who experience an accident, near miss or incident should complete the Visitors Injury Form and hand to the Business Manager to record details of EduSafe.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be well known, adhered to and maintained. All employees may raise OH&S concerns directly with the OH&S representative or principal at any time.

- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Victorian WorkCover 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.

5 RESOURCES

5.1

OH&S considerations will be integrated into the financial and human resources practices of the school for example:

- purchasing guidelines
- facilities design, upgrades and maintenance
- contractor management
- staff welfare
- professional development and induction procedures
- staff allotment and timetabling
- curriculum design

An OH&S budget will ensure ongoing professional development is available to the OH&S manager and staff representative and that publications and small materials can be purchased in relation to OH&S.

6. EVALUATION

6.1

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee or after any serious incident.
- The outcomes of this review 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.

Derinya Primary School is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

Staff Approved	March 2013
School Council Approved	May 2014
Review Date	May 2017