



This policy was last ratified by School Council in...March 2016

Occupational Health and Safety (OHS) Policy

Purpose

Roslyn Primary School recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

This policy is consistent with:

- (a) The Department of Education Mission Statement that school provide a safe and appropriate teaching and learning environment for both staff and students; and
- (b) The school's legal obligations under the Victorian OHS Act (1985) and Common Law.

Broad Guidelines

- To comply with OHS 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 (Edusafe)
- To investigate accidents (including serious near misses) with a view to preventing recurrence.
- To maintain written records on all OHS activities undertaken.
- To implement staff health and well-being strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

Adequate resources will be provided to support this policy.

Implementation

As employers, the **Principal** and **School Council** have the direct responsibility for ensuring the policy objectives are achieved and that the necessary resources are provided to ensure effective implementation.

Employers' direct duties under the OHS Act also include:

- providing and maintaining a safe working environment and systems of work;
- making arrangements for the safe use, handling, storage and transport of equipment and substances;
- maintaining the workplace in a safe and healthy condition;

- providing adequate facilities for staff welfare;
- providing such information, instruction, training and supervision to staff members to enable them to perform their work in a safe and healthy manner.

Responsibility for Occupational Health and Safety has been assigned to the Principal.

(The Principal may nominate a staff member with appropriate seniority to act as the employer's OHS representative in an operational capacity but the overall responsibility cannot be delegated. The nominated OHS management representative may **not** also act in the role of elected staff Health and Safety Representative (HSR) as per section 21 (4ca) OHS Act).

Professional Learning/ Principal & HS Managers are responsible for the health and safety performance of the team. This responsibility extends to

- maintaining the workplace in a safe condition and reporting any identified hazards;
- actively promoting and implementing agreed OHS procedures;
- identifying OHS training needs of both individual staff and the team as a whole.

All staff have a responsibility to

- take reasonable care of their own 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.
- Refer to Attachment 1 that is communicated to staff via Staff Handbook

❖ The role of OHS Co-ordinator will remain with the Principal, however, the management will have a role in implementing the policy and risk management strategy plan and monitoring its effectiveness.

- Implementation of the risk management plan developed in conjunction with the OHS representative/s. This plan is developed after a walk around the school each term to identify potential hazards and through reports compiled from the perusal of accident/injury reports.

❖ Staff will elect Health and Safety Representative/s at the start of each year.

❖ The elected HSR will be provided with training and practical support to fulfil his/her role effectively (as stipulated in the OHS Act) and will be consulted on changes in the school, which may affect staff health, safety or wellbeing.

❖ OHS Issue Resolution Procedures will be developed in consultation with staff or its representatives and these will be documented and publicised in accordance with the OHS (Issue Resolution) (1989) Regulations. (Section 3, pp 54 and 57-59).

❖ OHS considerations will be integrated into the general management practices of the school for example:

- OHS will be listed on the staff meeting agenda at least monthly.
- staff welfare

- professional development and induction procedures
 - staff role allotments and timetabling
 - curriculum design
- ❖ Risk reduction will be a central goal of the school and the Risk Management program will aim to reduce both the frequency and severity of injury and illness arising from school activities through the implementation of:
- regular evaluation of compliance with relevant OHS Regulations and DET directives;
 - formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices (Edusafe);
 - reporting and documenting of all injuries and incidents, including near misses (Edusafe);
 - investigation of accidents and recording of outcomes;
 - periodic analysis of records to identify incident patterns;
 - scheduled and documented preventative maintenance programs for buildings and equipment;
 - provision of appropriate first aid facilities and trained personnel;
 - emergency management procedure which are documented, publicised and practised;
 - staff support programs
- ❖ The Principal will act as the Return to Work Co-ordinator (RTW) and be given appropriate training. RTW policy and procedures will be developed, documented and publicised.
- ❖ Effectiveness of the implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year. This evaluation will be undertaken during OHS team meetings.

Evaluation

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STAFF OHS ROLES AND RESPONSIBILITIES

Your employer is required to provide you with a safe and healthy workplace. This cannot be done without your assistance. You can help by:

- co-operating with your employer;
- following OHS policies and procedures;
- taking reasonable care for your own health and safety;
- and the health and safety of anyone affected by what you do or don't do;
- observing safe work practices at all times;
- remembering that your workplace is anywhere you work;
- reporting hazards, near misses, and property damage;
- encouraging your students to do the same;
- considering OHS before ordering/purchasing;
- identifying OHS risks before commencing new or unusual activities and/or in different situations;
- taking an active part in improving OHS in the school;
- being positive.