

## Occupational Health & Safety Policy

### **Authorisation**

This policy was adopted at Williamstown Primary School Council meeting on November 16 2004.

### **Review date**

This policy shall be reviewed in 2008 and updated if required.

### **Rationale:**

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 and is a legislated obligation for all employers.

### **Aims:**

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To prevent accidents, injuries and disease in the workplace.

### **Implementation:**

Occupational Health and Safety is a shared responsibility of the School Council and all staff. While staff input is vital, the onus is on the employer [DE&T, School Council], to ensure a safe workplace. School Council will ensure that there is an appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation. Ideally having another staff member trained in OH&S would be useful.

The establishment of an Occupational Health and Safety Committee will be encouraged. Such a committee would meet at least once a term.

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 safety audits using checklists contained on pages 38-50 of the 'OH&S Guidelines – Support Material for Schools' and write reports for school administration, School Council & OH&S committee, [if established] to act upon. Where possible CRT release for OH&S representative to conduct audits will be provided

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.

All accidents and incidents will be investigated and reported to 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.

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 DE&T Occupational Health & Safety Unit.

### **Evaluation**

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 [if established] or after any serious incident.

The outcomes of this review will be reported to School Council.