



# Occupational Health and Safety Policy

**Flemington Primary School** recognises it has a responsibility to provide and maintain a working environment that is safe and without risk 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. Promotion and maintenance of a safe working environment is a responsibility shared by all.

This policy is consistent with:

- (a) The DEECD Mission Statement that schools 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 and amendments {March 2003} and Common Law duty of care.

## Aims

- To comply with OH&S legislation and DEECD directives or guidelines relating to Occupational Health & Safety.
- To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents 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.
- Adequate resources will be provided to support this policy.

## Implementation

Occupational Health and Safety is a shared responsibility of the School Council and all staff.

- The role of the OH&S Management Representative will be allocated to the Assistant Principal.
- Staff will be encouraged to elect a staff Health and Safety Representative (HSR).
- OH&S Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised in accordance with the OH&S (Issue Resolution) Regulations 1999.
- 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

- 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:
  - formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices
  - reporting and documenting of all injuries and incidents
  - investigation of accidents and recording of outcomes
  - scheduled and documented preventative maintenance programs for plant and equipment
  - emergency management procedures which are documented, publicised and practised
  - staff support programs
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative will conduct regular safety audits.
- The required number of first aid trained personnel will be maintained at all times.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- All accidents and incidents will be investigated and reported to the Principal and School Council president.
- 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.
- OH&S issues, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.
- 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.

## **Responsibilities**

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

Employers' direct duties under the OH&S Act also include:

- Providing and maintaining safe plant and systems of work.
- Making arrangements for the safe use, handling, storage and transport of plant 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 to enable them to perform their work in a safe and healthy manner.

**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 in accordance with agreed school procedures
- follow established safe working procedures
- comply with OH&S legislation and DE&T guidelines as communicated.

### **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 or after any serious incident.

The outcomes of this review will be included within the Buildings and Grounds committee report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

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