

OCCUPATIONAL HEALTH & SAFETY POLICY

1. RATIONALE:

This policy is to be read in conjunction with DET's Occupational Health and Safety Policy.

Courtenay Gardens Primary School recognises that a healthy and safe working environment is vital to the successful functioning of the school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

2. AIMS:

- 2.1 To ensure that appropriate standards of workplace safety are maintained at all times.
- 2.2 To raise the profile of Occupational Health and Safety issues within the school.
- 2.3 To create a team approach to health and safety issues.
- 2.4 To prevent accident, injuries and disease within the workplace.
- 2.5 To comply with all workplace safety guidelines and procedures.

3. IMPLEMENTATION:

- 3.1 Occupational Health and Safety is a shared responsibility of all staff.
- 3.2 An Occupational Health and Safety Committee will be established as part of the Buildings & Grounds committee and it will meet on a regular basis.
- 3.3 The role of Occupational Health and Safety Co-ordinator will be allocated to a senior member of the management team.
- 3.4 The role of Occupational Health and Safety Representative will be allocated to an elected member of staff.
- 3.5 School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety Representative receives the appropriate training and accreditation.
- 3.6 The Occupational Health and Safety Co-ordinator and representative will conduct regular 'walk through' safety audits.
- 3.7 Issues relating to OHS, for example building works conducted by the school, will be communicated to all staff via the daily bulletin, staff meetings, PA announcements, etc.
- 3.8 The required number of first aid trained personnel will be maintained at all times.
- 3.9 All accidents and incidents will be investigated and reported.

- 3.10 A formal process of reporting, recording and investigating incidents will be in place.
- 3.11 Edusafe will be used to record injuries or hazards.
- 3.12 WorkCover and rehabilitation issues are to be referred to the Principal or other senior member of the management team as necessary.
- 3.13 All staff will be made aware of the OHS notice board that provides information on such things as OHS officers, first aid personnel, employee assistance program, return to work procedures and so forth.
- 3.14 All staff to go through an Induction program annually.

4. EVALUATION:

Buildings and Grounds committee will monitor OHS matters and report back to all staff and the School Council.

This policy will be reviewed as part of the school's review cycle.

Occupational Health and Safety Policy

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

DET Occupational Health and Safety (OHS) Commitment and Principles:

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Policy Objectives:

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

DET employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.



Gill Callister **Secretary** 5/5/2015