



GLADESVILLE PRIMARY SCHOOL No 5066

OCCUPATIONAL HEALTH AND SAFETY POLICY

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.

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 accident, injuries and disease in the workplace.

Implementation

- Occupational Health and Safety is a shared responsibility of the School Council and all Staff.
- School Council will provide funds to ensure that the appointed 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 and/or the Principal or Acting Principal will conduct regular 'walk through' safety audits using checklists contained on pages 38-50 of the 'OH&S Guidelines – Support Material for Schools' document and draft reports for school staff to review during staff meetings and act upon as necessary.
- Issues relating to OH&S, for example, building works being conducted 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 the School Council president and other 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.
- The school Displan Policy will be reviewed by the staff on an annual basis and the school community will be kept informed of significant changes or additions by publication of a summary of the Displan in the school newsletter. The school will practice emergency procedures at least once per term.
- 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 Provisional Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DEECD 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 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 evaluated in line with School Council cyclical review of policy documents and school and DEECD priorities.

This policy was last ratified by School Council in May 2014.