



OCCUPATIONAL HEALTH & SAFETY POLICY

RATIONALE:

- Pascoe Vale North 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, visitors and members of the public who may be affected by activities carried out on the school site.

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
- Promote organisational health and individual's wellbeing.

IMPLEMENTATION:

- Occupational Health and Safety is a shared responsibility of all staff, children and the school community.
- Funds will be provided to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits and inspections using appropriate checklists.
- The school will provide adequate facilities for staff welfare.
- Adequate resources will be provided to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented.
- Issues relating to OH&S, for example building works being conducted at the school will be communicated to all staff.
- Advice 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, incidents and near hits will be reported to the Principal and other relevant authorities via Edusafe.
- The First Aid Register and Risk Register process will be well known and kept up to date.
- All employees may raise OH&S concerns directly with the Principal or OH&S representative at any time.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- The school has a current OH&S Activities Calendar.

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 equipment 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 health condition.
- Providing adequate facilities for staff welfare.
- Providing information, instruction, training and supervision to staff to enable them to perform their work in a safe and health manner.



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 Environment committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

REVIEW CYCLE

This policy was last updated in July 2019 and is scheduled for review in June 2022.