



OCCUPATIONAL HEALTH AND SAFETY (OHS) Policy

Cambridge Primary School recognises that the most valuable resource within our school is the staff. Therefore, it is our responsibility to value this resource and to provide and maintain a working/learning environment that is safe and without risks 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.

This policy is consistent with:

- (a) the D.E&T Mission Statement that schools provide a safe and appropriate teaching and learning environment
- (b) the school's legal obligations under the Victorian Health, Safety and Welfare Act and Common Laws duty of care.

Policy Objectives

- To comply with Staff Health, Safety and Welfare related legislation and D.E&T directives or guidelines relating to employee health, safety and welfare
- To minimize the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control
- To investigate accidents (including serious near misses) with a view to preventing reoccurrence
- To maintain written records on all Staff, Health and Welfare 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
- To make staff aware of the Manual Handling Policy in relation to staff health, safety and well being

Adequate resources will be provided to support this policy.

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

The OHS Management Employer Nominees (eg; Principal, Vice Principal) shall:-

- Ensure that a staff Health and Safety Representative (HSR) will be voted in by the staff and agreed upon by the principal, fulfilling no more than a three year term before re-election.
- Ensure that Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised in accordance with the OHS (Issue Resolution) Regulations 1999.
- Provide a safe and healthy environment for staff, students and others which meets the professional, social and personal needs of the staff
- Oversee the Development of processes/procedures to implement D.E&T policies
- Oversee the development guidelines to prevent injuries and to secure a safe and healthy work environment
- Provide access to information, education and appropriate training to ensure health, wellbeing and safety at work.
- Ensure that the working environment is being monitored and reviewed, maintaining high levels of awareness of health, safety and welfare issues.
- Making arrangements for the safe use, handling, storage and transportation of equipment, furniture and hazardous substances
- Providing adequate facilities to ensure staff welfare
- Establishing procedures for effective occupational rehabilitation
- Document and notify (where applicable) work place accidents as required by OH&S Act, 2004
- Oversee that contracted trades personnel are working in accordance to OH&S standard practices and provide Risk Analysis documentation before commencement of works
- Consult the OH&S representative, where practicable, on all changes to the workplace that may effect the health, safety and welfare of staff members

- Ensure that all machinery and power tools (other than those being used by contracted trades persons) used on site are of commercial or industrial standard and that all equipment is used and serviced to the manufacturers specifications
- Develop and encourage processes which will further develop, maintain and strengthen communication channels throughout the school to enhance staff welfare.

The elected Health & Safety Representatives may:-

- Form a committee/working party to formulate school policies in accordance with the Health and Safety Act, 2004 and to devise, implement, oversee and evaluate action plans where the need arises
- Liaise, represent and assist staff members in respect to Staff Health, Safety and Welfare issues
- Represent staff and school in relation to Staff Health, Safety and Welfare issues with the intention of resolving issues
- Ensure monitoring measures are in place in the Work Place, such as, the Hazard Substance Register and a Hazard Alert Register
- Advocate OH&S in the workplace
- Inspect the workplace for Hazards and report to OH&S nominee
- Issue a Provisional Improvement Notice (PIN) to the person(s) contravening the OH&S Act

All staff will:

- Take reasonable care for the health, safety and welfare of themselves and others at the workplace
- Respect, encourage and accept each other's skills, attributes and opinions
- Co-operate with the administration and working party for Health, Safety and Welfare ensuring a safe, healthy working environment
- Report potential and actual health, safety and welfare via the Hazard Alert Register and informing administration and/or working party leaders.
- Co-operate with the principal in the development and delivery of return-to-work and support programs in occupational rehabilitation.

The Health, Safety and Welfare committee will:-

- Establish, implement and evaluate policy and procedures for safe work practice
- Update the Hazardous Substance Register and ensure that Hazardous Substances are safely stored
- Review the action taken to reduce hazards identified in the Hazard Alert Register
- Identify health, safety and welfare problems through a review of injury and illness statistics and regular workplace inspections (once per term) * see checklist
- Support the Return to Work program
- Bring to the attention of administration, and investigate, any situation which is reported as unsafe
- Provide support for the staff both professionally and personally
- Plan and implement ways for staff to further enhance their personal, physical, social, emotional well being
- Act as advocates for staff members when liaising with others

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