

OCCUPATIONAL HEALTH & SAFETY POLICY

1. Rationale

The Department of Education and Early Childhood Development (DEECD) is accountable for the health, safety and well-being of all DEECD staff, students, contractors and visitors to schools and other DEECD workplaces.

The Principal of Yarraman Oaks Primary School is committed to providing the school staff, students, contractors and visitors with a healthy and safe environment. The Principal will, so far as is reasonably practicable, take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at Yarraman Oaks Primary School. The Principal is responsible for managing the Occupational Health and Safety (OH&S) Act 2004 and its regulations.

This policy recognises the importance of protecting students and members of the public, including engaged contractors and self-employed workers engaged directly by Yarraman Oaks Primary School and other authorised users of the school grounds and facilities. Under Section 2 of the OH&S Act 2004, students, School Council members and visitors to Yarraman Oaks Primary School are considered 'persons other than employees' and are accorded the same status of protection as provided to employees.

2. Aims

The Aims of the OH&S Policy are:

- To create and maintain a healthy and safe working environment for employees, volunteers and contracted workers;
- To create and maintain a healthy and safe environment for students and members of the public;
- To create a proactive and consultative approach to managing health and safety matters.

3. Implementation

Recognising the hazards occurring in the education industry and with specific reference to Yarraman Oaks Primary School, the school administration will take every practicable step to provide and maintain a safe and healthy work environment for all employees. Yarraman Oaks Primary School has an OH&S Committee comprising: the Principal, Return to Work Officer and elected OH&S Representatives.

3.1 The Role of Management: The Principal has a duty to manage an environment in which students and visitors are not exposed to risks to their health or safety arising from the conduct of the workplace or operation of the school, including the undertakings by self-employed persons and engaged contractors, as far as is reasonably practicable.

Management will:

- Have suitable induction and identification processes for contractors that minimise potential risks for themselves as well as for Yarraman Oaks Primary School employees, children, volunteers and visitors;
- Have procedures in place to protect the welfare of all students from inappropriate school volunteers and contractors;
- Provide and maintain safe buildings, grounds and systems of work;
- Make arrangements and monitor the safe use, handling, storing and transportation of equipment and substances;
- Maintain the workplace in a safe and healthy condition as per DEECD guidelines;
- Consider psychological health as an integral part of OH&S;
- Provide information, training and supervision for all employees enabling them to work in a safe and healthy manner;
- Provide regular consultation processes with employees to ensure that the policy operates effectively
- Provide role descriptions and details of safety duties

- Ensure the school's OH&S policy is periodically reviewed (and posted on the school's website;)
- Observe, implement and fulfil its responsibilities under the Acts and Regulations that apply within the State;
- Provide processes and consultation with a properly formed OH&S Committee;
- Consult with employees on matters that directly affect them, which may include identifying, assessing or controlling hazards or risks under management's control; making decisions about facilities which affect employee welfare; procedures for resolving OH&S issues, monitoring employee health and workplace conditions; or providing information and training. Consultation provisions apply to decisions or actions at the School level as well as the Regional or state-wide level;
- Ensure that all specific policies operating within the school including Emergency Management Plan (EMP), purchase and storage of dangerous goods, induction and training, noise, first aid and systems of work are periodically reviewed and consistent with school health and safety objectives;
- Incorporate this policy on the school's Wiki
- Provide information, training and supervision for all employees in the correct use of equipment and substances used within the school.
- Act upon all incidents and accidents occurring on the school grounds or involving school employees so that the health and safety performance can be accurately recorded and gauged
- Resolve health and safety issues through the consultative process with the employees affected by the issue in accordance with the relevant procedure;
- Allow an authorised Union representative to enter Yarraman Oaks Primary School where they reasonably suspect that a contravention of the Act has occurred;
- Be responsible for clearly establishing OH&S issue procedures;
- Provide resources for the implementation of this policy;
- Endeavour to provide sufficient, qualified First Aid personnel as determined by school needs;
- Provide formal hazard identification and preventative maintenance programs including signage that clearly indicates the presence of and type of OH&S hazard
- Ensure that a formal process for reporting, recording and investigating incidents will be followed, as well as allowing for the reporting of potential and actual hazards;
- Provide a copy of this policy to school visitors, members of the public and contractors working on the school grounds as part of induction.

3.2 The Role of Employees:

Staff at Yarraman Oaks Primary school will:

- Have a duty of care and are responsible for their own health and safety and of others affected by their actions at work;
- Comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions including reporting potential and actual hazards.

3.3 The Role of Health and Safety Representatives (HRS)

Health and Safety Officers will:

- Conduct regular workplace inspections;
- May accompany a Worksafe Inspector on an inspection;
- Convene interviews relevant to OH & S matters;
- Have access to information on hazards in the workplace;

Resolve health and safety issues with Management and employees in accordance with DEECD guidelines.

4. Resources

A register is maintained of all potential risks and hazards identified and actions taken, which are communicated at the next appropriate staff and committee meetings.

School funds will be allocated to train members of the OH&S Committee and staff members in First Aid qualifications;

A manual of procedures and registers support this policy.

Funds will be made available as part of the Works & Maintenance Budget for urgent & compliance-related OH&S matters.

5. Evaluation

This policy will be reviewed in the light of legislative and school changes.

The Principal will oversee the implementation and evaluation of this policy.

All employees will be advised of agreed changes to this policy and arrangements for their implementation.

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

October 2014