



Occupational Health and Safety Policy

Background

DET is committed to providing employees, students, contractors and visitors with a safe and healthy work environment. DET will practicably take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses in all DET workplaces.

A healthy and safe working environment is vital to the successful functioning of Huntingdale Primary School and being compliant to DET policies and procedures. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Purpose

To:

- To meet all requirements of the Occupational Health and Safety Act 2004.
- Ensure that appropriate standards of workplace safety are maintained at all times.
- Raise the profile of Occupational Health and Safety issued within the school.
- Create a team approach to health and safety issues.
- Prevent accident, injuries and disease in the workplace.
- Maintain compliance with all DET procedures and policies as outlined on the *School Policy and Advisory Guide* and website <http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>
- Follow DET's Values of Accountability, Human Rights, Impartiality, Integrity, Leadership, Respect and Responsiveness.

Implementation

- The Principal has the overall responsibility of implementing this policy, but may delegate certain roles to suitably qualified staff.
- Occupational Health and Safety is a shared responsibility of DET, the School Council, all staff, contractors and visitors.
- Occupational Health and Safety will be overseen by the Principal or his/her nominee. S/He will ensure that all procedures are implemented and that policies and noticeboards are maintained using DET's OHSMS system. The 'OHSMS Implementation Guide', the website <http://www.education.vic.gov.au/school/principals/governance/Pages/ohsmgtsystem.aspx> and feedback from Worksafe (where applicable) will be used throughout the process to maintain compliance.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representatives receive the appropriate training and accreditation.
- The Principal and his/her nominee will ensure that staff complete the relevant OHS training modules as provided by DET.

Engaging Minds Together



- An Occupational Health and Safety Committee will be established and it will meet quarterly.
- A prominent Occupational Health and Safety noticeboard will be located in the staffroom. The Principal and/or his/her nominee will ensure the documentation is kept up to date.
- Regular safety audits and walkthroughs will be conducted and reported back to the OH&S committee to act upon.
- Occupational Health and Safety will be a permanent item on the staff, consultative and leadership team meeting agenda. Changes to school practices and/or regulations, correct use of equipment and substances will be communicated to staff.
- The required number of first aid trained personnel will be maintained at all times and be displayed prominently throughout the school.
- All accidents and incidents will be reported and acted upon using the eduSafe online reporting system.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.

Evaluation

- DET OHSMS Implementation Guide Checklist, Worksafe reports and Work Inspection Checklists.
- This policy will be reviewed as part of the school's cyclic review strategy.

This policy will be reviewed as part of the school's 3 year cycle or as needed to comply with DET policy changes.

Certification

This policy was endorsed by School Council at the meeting held on February 20 2018.

Signed.....


Principal

Signed.....


School Council President