

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/ohsmgtssystem.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.



- 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.

Document Status

Reviewed	School Council Ratification	Next Review
February 2018	20 th February 2018	20 th February 2021