



Occupational Health and Safety (OHS)

PURPOSE

The School Council of Warrnambool West Primary School recognises it has a responsibility to provide a working environment which is safe and without risks to individuals' health and welfare. This responsibility extends to all employees, students and visitors to the school site including contractors, parents and volunteers.

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies, which are integrated into the school's day to day operations. A consultative approach between employees and management on Occupational Health and Safety (OHS) issues will be encouraged.

This policy is consistent with the school's legal obligations under the Victorian OHS Act (1985) and common law.

BROAD GUIDELINES:

- To comply with OHS related legislation and DET directives or guidelines relating to health and safety
- To minimise the occurrence of injury and illness in the school through systematic risk identification, assessment and control.
- To investigate accidents with view to preventing recurrence
- To maintain appropriate OHS documentation.
- To implement staff health and well-being strategies
- To provide a Return to Work program for employees in the event of injury or illness.

IMPLEMENTATION:

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 duty under the OHS Act also includes:

- Providing and maintaining safe equipment and systems of work
- Making arrangements for safe use, storage and handling of equipment and hazardous chemicals
- Maintaining the workplace in a safe and healthy condition
- Providing adequate facilities for staff
- Providing information, instruction, training and supervision to staff so as to enable them to perform their work in a safe and healthy manner

The Principal may nominate a staff member with appropriate seniority to act as the employer's OHS representative in an operational capacity (i.e. OHS coordinator) but the overall responsibility cannot be delegated.

The Principal will refer to the Worksafe Management Manual

The nominated OHS management representative may not also act in the role of elected staff Health and Safety Representative (HSR)

Unit coordinators and/or Key Learning Area coordinators are responsible for the health and safety performance of their team. This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any hazards identified
- Actively promoting and implementing agreed OHS procedures.
- Identifying OHS training needs of both individual staff and the team as a whole.

All staff have a responsibility to:

- Take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
- Follow established safe working procedures.

EVALUATION:

- Annual walk around audit using checklists for identifying risks
- Policy evaluation to occur in a 3 year cycle

Relevant documents / links

Occupational Health & Safety Policy No: DET-ESWB 01-1-5 Authorised by Manager ESWB Issue Date: February 2015 Review Date: January 2017

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in **Department of Education and Training (DET)** schools and offices and is readily accessible to all interested parties.

DET Occupational Health and Safety (OHS) Commitment and Principles:

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

DET OHS Consultation and Communication Policy:

Scope:

This policy applies to all **employees, students, visitors, volunteers and contractors** in the Department of Education and Training (DET). This policy builds on Part 4 of the Victorian *Occupational Health and Safety (OHS) Act 2004* which outlines the legal duties of employers to consult.

DET OHS Commitment and Principles:

DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.

Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

Preventing injury and illness occurring in DET workplaces;

consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives (HSRs) and employee representative organisations on OHS issues affecting them;

achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives;

complying with all relevant health and safety legislation; and allocating adequate resources to maintain healthy, safe and supportive workplaces.

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

DET employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

Date: 26/02/2018	Responsibility: School Council	Review Date: Feb. 2021
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