



OCCUPATIONAL HEALTH & SAFETY POLICY

PURPOSE:

- To create a healthy and safe working environment for staff and students.
- To create a healthy and safe school environment for the whole school community.
- To encourage staff and students to adopt safe practices at school.

BROAD GUIDELINES:

- The Principal is responsible for O.H. & S., work cover and rehabilitation.
- The School Council has a responsibility with the Principal for overall safety and maintenance of the school's facilities and to provide resources for that purpose.
- All staff and students have a responsibility to address Health & Safety in our school.
- Health and Safety should be an integral part of the whole school program including: management practices, staff professional development, training, communication, the teaching/learning environment etc.

IMPLEMENTATION:

- An O.H. & S. representative will be nominated from the staff to support the Principal in maintaining a safe and healthy work place.
- A staff member will be trained in First Aid.
- Professional Development re O.H. & S. will be provided for staff.
- Students are to be reminded frequently of safety rules and safe practices by class teachers.
- Students should not be asked to carry heavy objects or climb ladders.
- The Principal, & O.H. & S. Representative should conduct regular inspections of our school to identify health hazards. O.H. & S. checklists will be used where appropriate (Sec. O.H. & S. Guidelines for Schools).
- Identified hazards will be rectified or controlled using Edusafe.

- An emergency management plan will be maintained by the designated 'Displan' staff member.
- All injuries should be notified to the first aid teacher, who will complete an injury report form for all staff, students and visitor's injuries.
- Incidents, which may have resulted in injury, should be brought to the attention of the Principal and O.H. & S. representative and will be logged on CASES.
- DET should be notified on 9589 6266 (EMERGENCIES) in the event of serious injury to a staff member, student or visitor.
- O.H. & S should be considered when all school policies and duty statements are formulated.
- All staff should be involved in the formulation of health and safety standards.
- Dangerous/hazardous material should be stored in an appropriate place.
- Protective equipment must be worn by all staff and volunteers using dangerous equipment or sprays at school.
- In the event of injury at work and resultant medical expenses a claim form should be completed and lodged with the Principal. A Work Cover claim is not deemed to have been made until the claim form is lodged with the Principal.
- Materials & Data Safety Sheets are to be maintained for all dangerous chemicals kept at school.
- Contractors working in our school are to complete a hazard assessment minimisation plan prior to beginning work.
- An induction for all new staff is to be carried out by the Principal.
- In all contracts with the school contractors will include a statement obliging the contractor to follow safe work practices and Worksafe requirements.

Ratified February 2020
Reviewed DET 2022