

OCCUPATIONAL HEALTH & SAFETY POLICY

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits using DET checklists.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times.
- All serious accidents and incidents will be investigated and reported to the School Council president and Principal who will inform other appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DET Occupational Health & Safety Unit.
- Refer to <http://www.eduweb.vic.gov.au/hrweb/ohs/> for other O.H & S guidelines
- An OHSMS calendar of events and checks will be maintained by the Principal in accordance with DET OHSMS guidelines.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominee, or after any serious incident.
- The outcomes of this review will be reported to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

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

May 2020



Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.