

OHS Policy

Purpose:

Wantirna Primary School recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

The school is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies

Guidelines:

Wantirna Primary School is committed to:

- Providing and maintaining a working environment that is safe and without risks to individual health and wellbeing. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site
- Minimising the occurrence of injury and illness through systematic hazard identification, risk assessment and control
- Providing appropriate information and training for Principals/managers and employees at the school, to enable them to effectively perform their OH&S roles and responsibilities.
- Preventing injury and illness occurring in the school workplace
- Consulting and cooperating with employees on health, safety and wellbeing issues, directly, as well as through their OH&S employee representatives on issues affecting them
- Complying with all relevant health and safety legislation and allocating adequate resources to maintain healthy, safe and supportive workplaces (*The Occupational Health and Safety Act 2004, the Occupational Health and Safety Regulations 2007 and Work Health and Safety Act 2011 No. 137, 2011*)
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Implementation:

- Wantirna Primary School will meet its commitment to Occupational Health and Safety by all staff completing all required DET Learning Portal OH&S eLearning modules as required.
- This policy applies to all employees, students, visitors, volunteers and contractors working in Wantirna Primary School work places and is readily accessible to all interested parties.
- The selection, implementation and review of risk controls and monitoring, reviewing and improving health, safety and wellbeing management systems will be continuously implemented
- An OH&S Representative (Health and Safety Representative – HSR) will be appointed from a school staff voting or nomination process.
- The appointed OH&S Representative (HSR) will be provided with training and practical support to fulfil their role effectively and will be consulted of changes in the school, which may affect staff and student health, safety or wellbeing.
- OH&S actual and potential issues will be revealed, discussed and addressed each week during weekly staff meetings and will be recorded in the minutes of these meetings.

- The OH&S staff representative and/or the Principal will be responsible for developing an OH&S Issue Resolution Flow Chart. This flow chart will be endorsed by the staff and will be displayed on the OH&S notice board in the staff room in an A3 format.
- The workplace nominee OH&S is the Principal.
- The OH&S activities calendar will be updated annually to indicate inspections or actions relating to: emergency management plan drills, electrical equipment testing and tagging, update of the chemical register, playground audits, induction of new employees, approved contractor list, approved first aid kit contents and checklist, update first aid training as required
- The OH&S activity calendar is to be completed and displayed annually.
- All accidents and incidents will be reported, recorded and investigated with actions taken to prevent re-occurrence. The Principal will report any serious incident to School Council in the Principal's School Council report.
- A documented process of hazard identification is undertaken to reduce health, safety and wellbeing risks.
- Wantirna Primary School employees, visitors, volunteers and contractors are required to report hazards and incidents; participate in training; consult and cooperate with DET on safety related matters and follow safety instructions and observe the wearing of personal protective equipment as required.
- To ensure safe manual handling practices are followed and that staff are encouraged to use trolleys and/or to seek assistance when lifting heavy objects.
- Notification will be made to the whole school community of any infectious diseases.
- All staff, workers and people outside the school must sign in and out, if leaving the school premises during the school day.
- All visitors and contractors must sign in and out at the office stating their purpose of their visit
- OH&S issue resolution procedures have been developed in consultation with staff and these are documented and publicised in accordance with the OH&S Regulations and are placed on the staff OH&S notice board.
- Electrical tagging is conducted annually or when new electrical items are purchased.
- All staff will have access to the current Emergency Management Plan and procedures. These are on display in the staffroom and in individual classrooms.
- Sufficient staff are trained in First Aid, Level 2, asthma, anaphylaxis and CPR to ensure that there are adequately trained staff in case of any emergency that arises at school, on an excursion or camp.

- **Risk Management:** Wantirna Primary School will establish and maintain an Occupational Health and Safety system, which will identify, assess and control workplace hazards, in consultation with employees.
- **Occupational Health and Safety Management System (OHSMS):** in order to implement the general provisions of this policy an OHSMS will be developed and implemented. It will contain all aspects of OH&S including:
 - OHS&R training and education
 - Workplace design
 - Changes to work methods and practice
 - Safety rules including disciplinary penalties for non-compliance
 - Emergency procedures and drills
 - Provision of OH&S equipment services and facilities
 - Workplace inspections and evaluations
 - Reporting, recording and investigating work related incidents, accidents, injuries and illnesses
 - Provision of information to employees
 - Employee consultation

Senior Management Responsibilities (Principal Class Officers)

- Senior management is required:
- to ensure that this policy and the OH&S program are effectively implemented,
- to support managers and supervisors in fulfilling their responsibilities,
- to hold managers and supervisors accountable for their specific responsibilities,
- to provide a system of employee consultation in all OH&S matters,
- to evaluate the implementation of this policy as part of OHSMS Review, and
- to participate in regular reviews of the policy and its programs.

Employee Responsibilities



- All employees are required to co-operate with the OHS policy and program to ensure their own health and safety and the health and safety of others in the workplace.
- All employees will carry out their work according to safe systems of work; use protective equipment provided and use all equipment, tools and materials as per training provided & in the manner for which they are intended.
- All employees will participate in the consultation process.

References

- DET Occupational Health and Safety Policy Guidelines
- DET Learning Portal OH&S modules
- Occupational Health and Management System (OHSMS) Implementation Guide
- OH&S Responsibility Policy, DET
- Wantirna Primary School 2016-2017 Emergency Management Plan
- OH&S Activities Calendar
- Wantirna Primary School Risk Register
- Wantirna Primary School Asbestos audits and reports

Evaluation:

Evaluation of this policy will be carried out by the Education Committee as part of the cyclic review process in three years' time or beforehand if a significant issue arises.

Date Implemented	May 2017
Author	Education Committee Emma Gardner, Adriana Grisold, Melitta Elliott, Sue Fergeus
Approved By	School Council
Approval Authority (Signature & Date)	 
Date Reviewed	April 2017
Responsible for Review	Education Committee
Review Date	2020

