



OCCUPATIONAL HEALTH & SAFETY POLICY

Rationale:

Congupna Primary School is committed to providing employees, students, parents, caregivers, contractors, volunteers and visitors with a healthy and safe environment.

Aims:

- 1. To provide and maintain, so far as is reasonable practical, a working environment that is safe and aims to mitigate risks to individual health and wellbeing. This responsibility extends to all employees, students, parents, caregivers, contractors, volunteers and visitors to the school site.*
- 2. To minimise the occurrence of injury and illness through systematic hazard identification, risk assessment and control.*
- 3. 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.*

Guidelines:

Congupna Primary School is committed to:

- 1. Preventing injury and illness occurring in Congupna Primary School workplaces.*
- 2. Consulting and cooperating with employees on health, safety and wellbeing issues, directly, as well as through their Health and Safety Representatives (HSRs) and employee representative organisations on OH&S issues affecting them.*
- 3. Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives.*
- 4. Complying with all relevant health and safety legislation and allocating adequate resources to maintain healthy, safe and supportive workplaces.*

5. *Congupna Primary School will meet its commitment to Occupational Health and Safety (OH&S) by all staff completing all required DET Learning Portal OH&S e-learning modules as required.*

Implementation:

1. *The selection, implementation and review of risk controls and monitoring, reviewing and improving health, safety and wellbeing management systems will be continuously implemented.*
2. *A Health and Safety Representative (HSR) will be appointed from a school staff voting or nomination process.*
3. *The appointed 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.*
4. *OH&S actual and potential issues will be revealed, discussed and addressed during monthly OH&S staff meetings and will be recorded in the minutes of these meetings.*
5. *The HSR and the Principal will be responsible for developing an OH&S Issue Resolution Flow Chart. This Flow Chart will be displayed on the OH&S notice board in the staff room in an A3 format.*
6. *The workplace nominee OH&S is the Principal.*
7. *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*
8. *The OH&S Activity Calendar is to be completed and displayed annually.*
9. *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.*
10. *A documented process of hazard identification is undertaken to reduce health, safety and wellbeing risks.*
11. *Congupna Primary School employees, visitors, volunteers and contractors are required to report hazards and incidents; participate in training; consult and cooperate with the Department on safety related matters and follow safety instructions and observe the wearing of personal protective equipment as required.*

12. *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.*
13. *Notification will be made to the whole school community of any infectious diseases.*
14. *All staff and any visitors/contractors must sign in and out, if leaving the school premises during the school day.*
15. *All visitors and contractors must sign in and out at the office stating their purpose of their visit.*
16. *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.*
17. *Electrical tagging is conducted annually or when new electrical items are purchased.*
18. *All staff will have access to the current Emergency Management Plan and procedures. These are on display on the OH&S notice board in the staffroom and in individual classrooms.*
19. *Sufficient staff are trained in First Aid, Level 2, asthma, anaphylaxis and CPR to ensure that there are trained staff in case of any emergency that arises at school, on an excursion or camp.*

Strategies:

Risk Management

Congupna Primary School will 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 implemented. It will contain all aspects of OH&S including:

1. *OHS Training and Education*
2. *Workplace Design*
3. *Changes to work methods and practice*
4. *Safety rules including disciplinary penalties for non-compliance*
5. *Emergency procedures and drills*
6. *Provision of OH&S equipment services and facilities*

7. *Workplace inspections and evaluations*
8. *Reporting, recording and investigating work related incidents, accidents, injuries and illnesses*
9. *Provision of information to employees*
10. *Employee consultation*

Senior Management Responsibilities (Principal Class Officers)

The Principal is required to:

1. *ensure that this policy and the OH&S program are effectively implemented*
2. *support managers and supervisors in fulfilling their responsibilities*
3. *hold managers and supervisors accountable for their specific responsibilities*
4. *provide a system of employee consultation in all OH&S matters*
5. *evaluate the implementation of this policy as part of OHSMS Review, and*
6. *participate in regular reviews of the policy and its programs.*

Team Leaders and Specialist Teachers

Each team leader/specialist teacher is responsible, and will be accountable, for taking all practical measures to ensure:

1. *The implementation of the OH&S Plan in their area.*
2. *That the workplace under their supervision is safe and without risk to health or safety of everyone.*
3. *Consultation with their team in all OH&S matters.*
4. *That the behaviour of the employees in the workplace is safe and without risks to health.*
5. *That when they do not have the necessary authority to fix a problem, they will report the matter promptly, together with any recommendations for corrective action, to the Principal or another staff member with the necessary authority.*

Employee Responsibilities

- 1. All employees are required to co-operate with the OH&S policy and program to ensure their own health and safety and the health and safety of others in the workplace.*
- 2. 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.*
- 3. All employees will participate in the consultation process.*

Relevant Legislation and Regulations

- 1. Occupational Health and Safety Act 2004*
- 2. Work Health and Safety Act 2011 No. 137, 2011*
- 3. Occupational Health and Safety Regulations 2007*

Supporting Documents

- 1. DET Occupational Health and Safety Policy Guidelines*
- 2. DET Learning Portal OH&S modules*
- 3. Occupational Health and Management System (OHSMS) Implementation Guide*
- 4. OH&S Responsibility Policy, DET*
- 5. Congupna Primary School 2017 Emergency Management Plan*
- 6. OH&S Activities Calendar*
- 7. Congupna Primary School Risk Register*
- 8. Congupna Primary School Asbestos audits and reports*

Evaluation:

- This policy will be reviewed annually as part of the school's regular review cycle.*
- This policy will also be reviewed in the light of legislative changes (Ie-changes in regulations or circumstances)*

- *The management of Congupna Primary School seeks the cooperation of all employees in implementing this policy.*
- *All employees will be advised, in writing of agreed changes to this policy and arrangements for their implementation.*

Certification:

This policy was adopted at the School Council meeting held at Congupna Primary School on the 5th day of December, 2017.

Signed.....

Signed

School Council President

Principal