



OCCUPATIONAL HEALTH AND SAFETY POLICY

RATIONALE:

This policy recognises that the health and safety of all employees and students within Box Hill North Primary School is the responsibility of the principal. In fulfilling this responsibility, the principal has a duty of care to provide and maintain a working environment that is safe and without risk to health.

GUIDELINES:

- Providing and maintaining safe equipment/ environment and systems of work;
- Making and monitoring arrangements for the safe use, handling, storing and transport of equipment and substances;
- Maintaining the work place in a safe and healthy condition;
- Providing adequate facilities to protect the welfare of all employees and students
- Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The principal is responsible for the implementation and monitoring of this policy. The health and safety duties of management at all levels will be detailed, and DEECD procedures for training and support will be followed.

In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

IMPLEMENTATION:

Recognising the hazards occurring in the education industry, this school will take every practicable step to provide and maintain a safe and healthy work environment for all employees and students. Management (Kaye and Brian) and First Aid (Christine) is responsible for:

- The effective implementation of the school's health and safety in accordance with the guidelines from DEECD
- Observing, implementing and fulfilling its responsibilities under the acts and regulations that apply within the state
- Ensuring that the agreed policies and procedures currently operating in the school, including first aid, administration of medicine and emergency management are periodically revised and are consistent with school health and safety objectives
- Ensuring that issues relating to OHS, for example maintenance work on buildings conducted at the school, will be communicated to all staff via daily bulletin, staff meetings
- Investigating and reporting accidents and incidents to the principal and School Council and other appropriate authorities
- Implementing a formal process of reporting, recording and investigating incidents, including a First Aid register, which is adhered to and maintained
- Ensuring that WorkCover and rehabilitation issues are referred to the Principal as necessary.

MONITORING AND REVIEW:

Management will seek cooperation from all employees in realising these health and safety objectives and creating a safe work environment.

Consequently the policy will be regularly reviewed in the light of legislative and school changes. All employees will be advised, in writing, of agreed changes and arrangements for their implementation.

This policy was ratified by School Council: 2014

Next policy review: 2018

