

**Jells Park Primary School
Occupational Health and Safety Policy**

Purpose:

To create and maintain a healthy and safe working environment that is without risks to the individual health and welfare of staff, students, parents, contractors and other visitors.

Guidelines:

- Under the Victorian OH&S Act 2004 the school has responsibility to provide a secure, safe and healthy work environment.
- To comply with OH&S related legislation and DE&T directives or guidelines relating to health and safety (DET OH&S Policy – May2015)
- The Principal has ultimate responsibility for health and safety, however all personnel have health and safety responsibilities.
- To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents with a view to preventing recurrence.
- To provide a Return to Work program for employees in the event of injury or illness.

Implementation:

- The Principal and School Council have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.
- The role of OH&S Manager may be delegated to a member of the Management Team.
- Staff will be encouraged to appoint a Health and Safety Representative.
- OH&S issues are to be a standing item on all Consultative meetings with staff.
- The elected Health and Safety Representative will be provided with training and practical support to fulfil the role effectively.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- Issues relating to OH&S, for example, building or ground works being conducted at the school, will be communicated to all staff.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Register will be adhered to and maintained.
- Work Cover and rehabilitation issues are to be referred to the Principal and/or Return to Work Coordinator as necessary.
- A Return to Work Coordinator will be nominated and provided with appropriate training. Return to Work procedures will be developed, documented and publicised.
- Risk reduction will be a central goal of the school to minimise the frequency of injury and illness arising from school activities.

OH&S Manager has the responsibility to:

- provide and maintain a safe environment and systems of work.
- make arrangements for the safe use, handling, storage and transport of substances and equipment.
- maintain the workplace in a safe and healthy condition.
- regularly liaise with the Principal.

Employees have the responsibility to:

- co-operate with the Principal to comply with safety procedures at all times.
- take reasonable care of their own health and safety and for the health and safety of others who may be affected by their acts or omissions at the workplace.
- report hazards, accidents or near misses in accordance with school procedures.

Evaluation:

This policy will be reviewed as part of Jells Park Primary School's three-year review cycle.