

Occupational Health and Safety Policy Statement

1. Purpose:

- To create a healthy and safe working environment
- To create a team approach to health and safety issues

2. Outcomes:

- 2.1 To create awareness that health and safety is the responsibility of all employees and students.
- 2.2 WorkCover and rehabilitation is managed by the principal.
- 2.3 Adequate resources will be provided to support staff in terms of a safe environment and in recognition of the role health plays in maximizing work output and minimizing illness.
- 2.4 Responsibility for health and safety will be assigned to an OH&S representative.
- 2.5 Regulations relating to correct use of equipment, plant, substances and manual handling will be adhered.

3. Implementation:

- 3.1 Resources will be provided to allow staff and students to operate in a safe and healthy environment.
- 3.2 A staff representative position will be allocated to OH&S (refer to Appendix 1), to work co-operatively with the principal.
- 3.3 The school will provide the required number of qualified first aid personnel (level two first aid)
- 3.5 Formal hazard identification, preventative maintenance programs and emergency management procedures will be implemented.
- 3.6 The School will take every practicable step to eliminating at the source risks to the health, safety and welfare of persons working within the school.
- 3.7 Opportunities will be provided for in-servicing training for staff members in the areas of Occupational Health & Safety and professional development as appropriate.
- 3.8 Health and Safety issues are the responsibility of each individual employee.
- 3.9 The school community will maintain a safe and hygienic working environment across the school with regular inspections by the OH&S representative.
- 3.10 Copies of this policy shall be made available to all contractors, visitors and volunteers.
- 3.11 Repairs and alterations to address issues raised in this program will be funded from appropriate budget areas (eg. Buildings and Grounds).

| Ratified | Date |
|---------------------|-------------|
| Staff | 19/10/06 |
| Education Committee | 16/10/06 |
| School Council | |

Appendix 1

Role of the Occupational Health and Safety Representative:

- Provide support to the principal with respect to maintaining a safe and healthy workplace for employees (this means that the physical surroundings must be considered as well as the overall morale and welfare of staff.)
- Ensure that effective preventative action is taken to control workplace hazards
- Become a member of Buildings and Grounds Committee
- Ensure that all staff within the school are fully aware of all OH&S matters
- Carry out regular inspections of the school site and maintain records of those inspections
- Ensure that appropriate records are established and maintained within the school
- Liaise with local authorities regarding emergency procedures
- Undertake a review of this position profile