



Urquhart Park Primary School

Occupational Health and Safety

POLICY

Rationale:

- A healthy and safe working environment is vital to the successful functioning of Urquhart Park Primary School. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council, all staff and visitors.
- School Council will provide funds to ensure that the appointed workplace Health and Safety Representatives receive the appropriate training and accreditation.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Health and Safety Representatives and Principal (or Principal's nominee) will conduct regular 'walk through' safety audits, document concerns and draft reports that are presented to the OH&S Committee to act upon.
- Issues relating to OH & S, for example building works being conducted at the school will be communicated to all staff via the staff intranet and public address announcements etc.
- Regulations relating to the correct use of equipment will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents will be investigated and reported to the School Council President and other appropriate authorities.
- A formal process of reporting, recording and investigating incidents will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal as necessary.

References:

www.education.vic.gov.au/Documents/school/

- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DET Occupational Health & Safety Unit.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the Health & Safety Representative in consultation with the Principal and the OH&S Committee. An OH&S review will be conducted after any serious work place injury.
- The outcomes of this review will be reported to School Council and the School Community.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in October 2015

References:

www.education.vic.gov.au/Documents/school/