

OCCUPATIONAL HEALTH AND SAFETY

PURPOSE

Murrumbeena Primary School recognises the importance of providing and maintaining a working environment that is safe and without risk to health and wellbeing for all employees, students, parents, contractors and other visitors to the school site.

The school is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into the normal running of the school.

A consultative, cooperative approach between employees and management on OHS issues will be encouraged.

AIMS

- To comply with OHS related legislation and DET directives or guidelines relating to health and safety
- To minimise the occurrence of injury and illness in the school
- To investigate accidents (including near misses) with a view of preventing recurrence
- To maintain written records-all OHS activities undertaken
- To implement staff health and wellbeing strategies
- To provide a Return to Work (RTW) program for employees in the event of injury or illness

PROGRAM GUIDELINES

- The Principal and School Council have responsibility for ensuring the policy objectives are fulfilled and necessary resources are provided to achieve effective implementation. This includes:
 - Providing and maintaining safe environment and systems of work
 - Making arrangements for the safe use, handling, storage and transport of equipment and resources
 - Maintaining the workplace in a safe and healthy condition
 - Providing adequate facilities for staff welfare
 - Providing information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner
- An OHS management representative to be appointed
- One staff member to be elected to act as OHS representative for all employees. This staff member to be provided with training and practical support to fulfil his/her role effectively.
- OHS considerations to be integrated into the general management practices of the school, in consultation with the OHS representative
- Risk reduction to be a central focus of school operations with the view to reduce both the frequency and severity of injury and illness arising from school activities through implementation of:
 - Regular evaluation of compliance with relevant OHS regulations and DET directives
 - Formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices
 - Reporting and documenting all injuries and accidents, including near misses
 - Investigation of accidents and recording of outcomes

- Periodic analysis of records to identify incident patterns
- Scheduled and documented preventative maintenance programs for plant and equipment
- Provision of appropriate first aid facilities and trained personnel
- Emergency management procedures which are documented, publicised and practised
- Staff support programs
- A Return to Work (RTW) Coordinator to be nominated and given appropriate training as necessary.
- All staff have a responsibility to take reasonable care of their own health and safety and the health and safety of others affected by their actions or omission
- All staff are to report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
- All staff are to follow established safe working procedures.

EVALUATION

Effectiveness of the implementation of the policy will be monitored informally on an ongoing basis and formally at least once a year.