



# Carrum Primary School 3385

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## **Occupational Health and Safety Policy**

### **Rationale:**

A healthy and safe working environment is vital to the successful functioning of our 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 issued 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 all staff.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- An Occupational Health and Safety Committee will be established and it will meet at least once per term.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits using checklists provided by the DET. Documentation will be recorded and draft reports for OH&S committee to act upon.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the briefing bulletin, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated by 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.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Co-ordinator as necessary.

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 DE&T Occupational Health & Safety Unit.

### **Evaluation:**

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee.

**This policy was ratified by School Council on 8/8/2017**

**Due for review August 2018**