

---

# OCCUPATIONAL HEALTH AND SAFETY POLICY

---

## **Rationale:**

Yarraman Oaks Primary School Out of School Hours Care acknowledges that the health, safety and wellbeing of our staff, students, visitors and contractors is of prime importance and should not be impaired or prejudiced by our operations. 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 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 and 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.
- The Occupational Health and Safety representative and Principal or his/her Nominee will conduct regular 'walk through' safety audits and inspections using appropriate checklists and draft reports for OH&S committee to consider and act upon.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the staff briefing, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- Facilities will be maintained in a safe and healthy condition.
- Effective measures will be put into place to control hazards and risks.

- Information, training and supervision will be provided for all staff and students enabling them to work in a safe and healthy manner.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents and near misses will be investigated and reported to the School Council president and other appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and Edusafe, will be well known, adhered to and maintained. All employees may raise OH&S concerns directly with the OH&S representative or Principal at any time.
- Employees have a duty to take care of their own health and safety and of others affected by the actions of their work. Employees should comply with the safety procedures and directions in place. Employees must not wilfully interfere with or misuse items or facilities provided in the interests of the health, safety and wellbeing of school employees and students. Employees should report potential and actual hazards to the Principal or their elected OH&S Rep in accordance with agreed school procedures.
- Students have a duty to take care of their own health and safety and of others affected by their actions. Students should comply with the safety procedures and directions provided by the school. Students must not wilfully interfere with or misuse items or facilities provided in the interests of the health, safety and wellbeing of school employees and students. Students should report to the Principal hazards, risks, incidents and OH&S concerns of which they are aware.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator 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 Department of Education 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 or after any serious incident.

The outcomes of this review will be included within the Buildings and Grounds committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

Reviewed August 2020

Next Review August 2023