OCCUPATIONAL, HEALTH AND SAFETY POLICY

Rationale:
A healthy and safe working environment is vital to the successful functioning of our school, Patterson Lakes Primary. 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 educate staff and raise awareness about Occupational Health and Safety issues.
- To create a team approach to health and safety issues.
- To prevent accidents, 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 (OHSR) receives the appropriate training and accreditation.
- Occupational Health and Safety issues will be raised at least once per term at a staff meeting, involving the whole Designated Work Group (DWG).
- In the absence of any urgent matters, the staff meeting will be used as a forum to promote and educate staff members about OH&S responsibilities and practices.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The OHSR and principal will conduct regular ‘walk through’ safety audits using the Workplace Inspection Checklist available from the DEECD (Dept. Education) website under ‘Health, Safety and Workcover – OHS Hazard Management.’
- Use of the Edusafe website will be promoted to more effectively identify health and safety hazards within the school. All accidents and incidents will be logged in, investigated and reported to the School Council president and other appropriate authorities.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.
- The required number of first aid trained personnel will be maintained at all times.
- 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 the Management Occupational Health and Safety Nominee (MOHSN) as necessary.
- Victorian WorkCover Authority field officers are welcome at Patterson Lakes Primary. 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 OH&S 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.

Last updated: June 2010

CERTIFICATION
This policy was adopted at the School Council Meeting held at Patterson Lakes Primary School, on June 2010.

Signed…………………………………………………  Signed…………………………………………………
School Council President                       Principal

Last Updated: June 2010