



# OCCUPATIONAL HEALTH AND SAFETY (OHS)

## Preamble

The College recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

This policy is consistent with:

- the DE&T Mission Statement that schools provide a safe and appropriate teaching and learning environment for both staff and students and
- the College's legal obligations under the Victorian OHS Act 1985 and Common Law duty of care.

This Policy needs to be read in conjunction with College developed support documentation indicated in the OHS Plan eg. "Hampton Park SC OHS Roles and Responsibilities Framework".

## 1.0 Purpose

- 1.1 To comply with OHS related legislation and DE&T directives or guidelines relating to health and safety
- 1.2 To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control
  - 1.2.1 To investigate accidents (including serious near misses) with a view to preventing recurrence
  - 1.2.2 To maintain written records on all OHS activities undertaken
  - 1.2.3 To implement staff health and well-being strategies
- 1.3 To provide a Return to Work (RTW) program for employees in the event of injury or illness

## 2.0 Guidelines

- 2.1 Facilities should be regularly inspected and maintained in a safe condition
- 2.2 Practices leading to a healthy life style should be encouraged across the College Community and have appropriate risk reduction training relating to Manual Handling, Ladders, etc.
- 2.3 The College community should have comprehensive, effective disaster plans
- 2.4 First aid should be readily available throughout the College

- 2.5 The College community should be familiar with disaster plan procedures
- 2.6 Resources should be provided as indicated by an OHS Plan

## 3.0 Implementation

- 3.1 The role of OHS Co-ordinator will be allocated to a member of the principal class.
- 3.2 Relevant OHS responsibilities will be included in all job descriptions and responsibilities will be publicised at least annually.
- 3.3 Staff will be encouraged to elect a staff Health and Safety Representative (HSR).
- 3.4 The elected HSR will be provided with training and practical support to fulfil his/her role effectively (as stipulated in the OHS Act) and will be consulted on changes in the school, which may affect staff health, safety or well-being.
- 3.5 OHS Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised
- 3.6 OHS considerations will be integrated into the general management practices of the school eg:
  - purchasing guidelines
  - facilities design, upgrades and maintenance
  - contractor management
  - staff welfare
  - professional development and induction procedures
  - staff allotment and timetabling
  - curriculum design
  - program budgeting.

**3.7** Risk reduction will be a central goal of the school and the Risk Management program will aim to reduce both the frequency and severity of injury and illness arising from school activities through the implementation of:

- regular evaluation of compliance with relevant OHS Regulations and DE&T directives
- formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices
- reporting and documenting of all injuries and incidents, 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

**3.8** A Return to Work Co-ordinator (RTW) will be nominated and given appropriate training. RTW policy and procedures will be developed, documented and publicised.

**3.9** OHS initiatives and performance will be included in the Annual Report.

**3.10** An OHS Plan will be developed and adequate resources will be provided to support this Plan.

**3.11** Professional development training for staff will include manual handling.

#### **4.0 Evaluation**

**4.1** The OH&S policy will undergo cyclic minor and major evaluation.

**4.2** Both minor and major evaluation will follow the evaluation procedures outlined in the College Evaluation Policy.

#### **References**

OHS Guidelines [www.sofweb.vic.edu.au/hrm/OHS](http://www.sofweb.vic.edu.au/hrm/OHS)  
Noel Arnold and Associates (Currently has DE&T OH&S contract.)