

# **OCCUPATIONAL HEALTH & SAFETY POLICY**

## **Rationale**

A healthy and safe working environment is vital to the functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all Department of Education and Training (DET) employees, students, visitors, volunteers and contractors (all parties) in the school.

## **Aims**

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety (OHS) issues within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

## **Implementation**

1. The school will appoint an OHS co-ordinator who will receive the appropriate training and accreditation.
2. All parties are required to take reasonable care for their own OHS and act in a manner that do not put others at risk.
3. All parties are required to actively contribute to identifying, reporting and reducing OHS hazards and risks.
4. All parties are required to co-operate with DET on OHS matters including following DET procedures and participating in consultation and training.
5. Adequate resources will be allocated to maintain a healthy, safe and supportive workplace that meets the appropriate OHS standards.
6. DET is committed to actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services.
7. Issues relating to OHS, for example building works being conducted at the school, will be communicated to all students, staff and the school community.
8. WorkSafe regulations relating to the correct use of equipment and substances will be communicated to all staff and monitored.
9. All accidents and incidents will be investigated and reported to the OHS co-ordinator.
10. A formal process of reporting, recording and investigating incidents will be adhered to and maintained.
11. WorkSafe and rehabilitation issues are to be referred to the Principal.
12. An annual OHS review will be conducted by the OHS co-ordinator in consultation with the Principal in accordance with the OHS Activities Calendar.

## **Evaluation**

This policy will be reviewed as part of the School's three year review cycle.