OCCUPATIONAL HEALTH & SAFETY

RATIONALE
Princes Hill Primary School is committed to providing a safe and healthy work environment for staff, students, visitors and contractors.

PURPOSE
An Occupational Health and Safety Management System (OHSMS) will be implemented based on the systematic identification, assessment and control of hazards.

GUIDING PRINCIPLES
1. The school will provide staff and contractors with appropriate guidance and training in the identification, assessment and control of hazards in the school workplace.
2. The school expects that staff, students and others will cooperate with established OHS protocols, take responsibility for their own actions and not put themselves or others at risk.
3. Effective communication and consultation form a fundamental part of the management process.
4. The school specifically recognises the need to ensure that:
   a) statutory requirements are fulfilled. In particular, the provisions of the relevant occupational health and safety legislation applicable to the school and its operations are satisfied, and all relevant codes of practice are adopted and accepted as the minimum school standard;
   b) adequate instruction is given to staff, students and contractors in safe working procedures and that they are informed of any hazard to their well-being and health which may be known to be associated with the work in which they are involved;
   c) plant and equipment are maintained in a safe condition and that all necessary personal protective devices are provided in workplaces; and
   d) procedures are established and control is maintained in the workplace over harmful substances (including the storage, use and disposal of harmful substances), air pollution, noise and radiation.
5. To achieve a safe and healthy environment, the school:
   a) is committed to consulting with staff in a meaningful and effective manner on OHS issues to enable each member of staff to contribute to decisions that may affect their health, safety and wellbeing at work;
   b) is responsible for providing a safe and healthy environment not only for its contractors, but also for visiting members of the public who come onto the school premises or are engaged in school activities;
   c) requires all staff members, particularly those who supervise staff, contractors and/or students, to be familiar with their obligations under OHS and associated legislation, as it relates to their position, and take all steps within their power to meet those obligations;
d) acts in accordance with its obligations under relevant legislation, codes of practice and recognised industry standards and aspires to best practices in OHS.

6. All school staff members and contractors are expected to:
   a) alert relevant members of staff and/or regulatory managers to OHS concerns;
   b) promptly report work related injuries and incidents, including near misses;
   c) participate in relevant OHS training;
   d) adopt and use safe work practices and equipment;
   e) cooperate with official OHS inspections, audits and investigations;
   f) accept and respond appropriately to OHS recommendations and advice;
   g) contribute to OHS consultation;
   h) not misuse or wilfully damage safety equipment, or put at risk the health, safety or wellbeing of others at work.

7. To the extent of his or her delegated authority, each staff member with management responsibility is also expected to:
   a) include OHS risk management on management meeting agendas, set appropriate OHS goals and allocate resources to promote OHS;
   b) actively identify, assess and control OHS risks with reference to guidelines and procedures;
   c) provide relevant OHS guidance and training (including OHS inductions), and the adoption of safe work practices.

8. Each contractor to the school has both a moral and legal responsibility for ensuring that his or her own work environment is conducive to best practise occupational health and safety by:
   a) reporting any hazards or incidents to manager/supervisor/teaching staff;
   b) taking action to avoid, eliminate or minimise hazards;
   c) complying with all occupational health and safety instructions, policies and procedures including contractor compliance management requirements;
   d) making proper use of all safety devices and personal protective equipment;
   e) complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
   f) not wilfully or negligently placing at risk the health and safety of any person at the school;
   g) seeking information or advice where necessary before carrying out new or unfamiliar work;
   h) maintaining dress standards appropriate for the work being done. Appropriate protective clothing and footwear must be worn at all times;
   i) being familiar with emergency and evacuation procedures including the location of emergency equipment; and
   j) carrying appropriate insurance.
9. Policies, procedures and supporting guidelines on specific occupational health and safety issues, consistent with the principles set out in this general policy, will be issued as appropriate.

This policy should be read in conjunction with DEECD document ‘Health, Safety and WorkSafe’ which can be found at: http://www.education.vic.gov.au/hr/ohs

REVIEW
This policy is to be reviewed in 2014