

## **POLICY: OCCUPATIONAL HEALTH and SAFETY**



### **PURPOSE**

Brentwood Park Primary School recognises the importance of providing and maintaining 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 approach between employees and management on OHS issues will be encouraged.

This policy is consistent with

- a) The DET Mission Statement that schools must provide a safe and appropriate teaching and learning environment for both staff and students.
- b) The school's legal obligations under the Victorian OHS Act 2004 and Common Law Duty of care.

### **AIMS**

- To comply with OHS related legislation and DET directives or guidelines relating to health and safety.
- To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To address and eliminate potential hazards around the school that could result in accident or injury.
- To investigate accidents (including serious near misses) with a view to preventing recurrence
- To maintain written records on all OHS activities undertaken.
- To provide information, training and supervision for all employees enabling them to work in a safe and healthy manner.
- To maintain the workplace in a healthy and safe condition.
- To provide and maintain safe and efficient working structures and utilities.  
e.g. buildings, gas, heating, etc.

### **IMPLEMENTATION**

- The Principal in consultation with the Occupational Health and Safety Representative will be responsible for the implementation and monitoring of this policy.
- The Occupational Health and Safety management team will observe, implement and fulfil its responsibilities under the acts and regulations that apply within the state and DET.
- Members of staff have a responsibility to:
  - ~take reasonable care of their own health and safety and the health and safety of others.

~report potential and actual hazards to the elected health and safety representative.  
~follow established safe working procedures.

- Visitors must sign a Visitor's Book upon entry to the school and wear the designated visitor's badge.
- The school community will also be encouraged to report potential and actual hazards to the relevant authorities or to the Occupational Health and Safety representative.
- All accidents involving staff and students and the location of such accidents will be recorded in an accident register.
- Evacuation practices will be regularly conducted and evaluated.
- Formal processes will be established for reporting, recording and investigating potential or actual hazards both in the physical environment and work practices.

## **EVALUATION**

This policy will be reviewed as necessary and will include:

- ~ a record of consultation with employees and students to ensure that health and safety issues are maintained.
- ~a review of the Hazard Reporting Register
- ~a regular review of accident register and First Aid Book