

## **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

- The DET's Health, Safety and Wellbeing Policy
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)

### **AIMS:**

- To comply with DET's Occupational Health and Safety Management System (OHSMS). OHS Management System is a set of plans, actions and procedures to systematically manage health and safety in the workplace.
- 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 in adhering to the requirements of the Occupational Health and Safety Management System (OHSMS). The Employee Health, Safety and Wellbeing Division is responsible for updating the OHSMS and communicating changes.
- To ensure the staff follow correct procedure regarding documenting incidents on eduSafe.
- 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 Occupational Health and Safety representative and or in the Maintenance Book.
  - follow established safe working procedures.
- Visitors must enter their details on the XUNO app upon entry to the school and will receive a XUNO visitor print out and a numbered lanyard.
- The school community will also be encouraged to report potential and actual hazards to the office, who will report hazards to the Occupational Health and Safety representative.
- Formal processes are established for reporting, recording and investigating potential or actual

- hazards both in the physical environment and work practices.
- All accidents involving staff and students and the location of such accidents will be recorded in the school's first aid register.  
If required, the reporting of an incident involving a staff member will be entered by the staff member on eduSafe (DET site) as well.  
If a student requires a doctor or an ambulance visit the incident is recorded on CASES 21. Also, a phone call is made to Worksafe, and an online form completed, and this information is sent to DET.
  - Evacuation practices will be regularly conducted and evaluated.
  - All staff are to undertake DET's OHS eLearning modules (LearnED).

**REVIEW:**

This policy will be reviewed in 2025.

**APPROVED BY SCHOOL COUNCIL: 7/12/2021**