

# OCCUPATIONAL HEALTH AND SAFETY POLICY

*Wandong Primary School*  
November 2019 – November 2023

## PURPOSE

This policy is consistent with:

The DET Mission Statement stipulating that schools provide a safe and appropriate teaching and learning environment for staff and students, as well ensuring that healthy and safe environment is maintained for all visitors and contractors.

The school's legal obligations under the Victorian OHS Act 2004 and Common Law duty of care.

- Consultation with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- Reduction of OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- Compliance with relevant legislation, DET procedures and guidelines relating to OHS
- Provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- Strengthening of leadership capability and accountability for OHS at Wandong
- Maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of WANDONG
- Actively supporting the physical and psychological wellbeing of WANDONG employees by providing access to OHS advice and services
- Monitoring of, reporting and response to OHS performance outcomes to drive continuous improvement
- Allocation of adequate resources to maintain healthy, safe and supportive workplaces
- To provide appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- Reporting and investigation of incidents as appropriate while acting to prevent re-occurrence.

## POLICY

### **Responsibilities**

DET employees, visitors, volunteers are contractors and are required to:

- Take reasonable care for their own OHS and act in a manner that does not put others at risk
- Actively contribute to identifying, reporting and reducing OHS hazards and risks
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures follow established safe working procedures
- Cooperate with DET on OHS matters including following DET procedures and participating in consultation and training

(The Principal is the OHS management representative by default, however a management team member with appropriate seniority may be nominated by the Principal to act as the employer's OHS representative in an operational capacity (ie. OHS Co-ordinator) but the overall responsibility cannot be delegated. The nominated OHS management representative may not also act in the role of elected staff Health and Safety Representative (HSR).)

### **Actions:**

Allocate the role of OHS Management Representative to a senior staff member

- Relevant OHS responsibilities will be included in all job descriptions and responsibilities to be publicised at least annually
- Encourage staff to elect a staff Health and Safety Representative (HSR)
- Provide the elected HSR with training and practical support to fulfill his/her role effectively (as stipulated in the OHS Act) and to be consulted on changes in the school which may affect staff health, safety or wellbeing
- OHS Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised.

OHS considerations will be integrated into the financial and human resources practices of the school for example:

- purchasing guidelines
- facilities design, upgrades and maintenance
- contractor management
- staff welfare
- professional development and induction procedures
- staff allotment and timetabling
- curriculum design

- 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 legislation 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.



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- A Return to Work Coordinator (RTW) will be nominated and given appropriate training
- RTW policy and procedures will be developed, documented and publicised
- Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year by the OHS Management Representative and the staff HSR
- Adequate resources will be provided to support this policy.

## RELEVANT RESOURCES

This policy should be read in conjunction with the following WPS policies:

- Bullying Prevention
- Raising Concerns and Complaints
- Attendance

## EVALUATION

This policy will be reviewed every four years as a part of the Wandong Primary School cyclic review process.

## CERTIFICATION

This policy was endorsed by the Principal of Wandong Primary School on 26<sup>th</sup> November, 2019.

## APPENDIX

OHS Calendar located on U-drive.

### WANDONG OHS CHECKLIST

M – Monthly      Q – Quarterly      A – Annually      AR – As required

What?		Who?
OHS Included as agenda item	M	Leadership, Team Leaders
Monitor OHS calendar of activities	M	HSR and OHS Reps
Contractor Induction	AR	Principal
OHS Induction for New Employees	AR	Principal
Update OHS Training Planner/Register	AR	HSR and OHS Reps
Review First Aid Summary Sheet	AR	First Aid Coord.
Committee Meeting	Q	HSR and OHS Reps
Review OHS Noticeboard	A	HSR and OHS Reps
Set and monitor OHS Goals – Communicate goals to staff	A	HSR and OHS Reps
Review OHS calendar items	Q	HSR and OHS Reps
Review OHS Risk Register	A	HSR and OHS Reps
Emergency Drill Practice	Q	Assistant Principal
Update Asbestos Management Plan	A	Facilities Comm.
OHS Induction for New Employees	A	Principal
Review OHS calendar items	Q	HSR and OHS Reps
Emergency Drill Practice	Q	Assistant Principal
Inspect First Aid Kits for correct contents	Q	First Aid Coord.
Review Emergency Management Plan	A	Principal/Assistant Principal
Review Schools Asset Management System	A	Principal
Set and monitor OHS Goals – Review Progress	Q	HSR and OHS Reps
Conduct Workplace Inspections	Q	HSR and OHS Reps
Visual Inspection of Asbestos	Q	HSR and OHS Reps

