

159 Bennett Road
NANNEELLA 3561

Phone: 03 54845395
Facsimile: 03 54845270
Email: nanneella.estate.ps@edumail.vic.gov.au
Principal: Mr Ian Denson
ABN: 50 710 480 442



OCCUPATIONAL HEALTH & SAFETY POLICY

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

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

Implementation:

- Occupational Health and Safety is a shared responsibility of all staff.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits using checklists contained on pages 38-50 of the 'OH&S Guidelines – Support Material for Schools' document and draft reports for OH&S committee to act upon.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- First aid trained personnel will be on staff at all times.
- All accidents and incidents will be investigated and reported.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DEET Occupational Health & Safety Unit.
- Asbestos audit will be complied with in accordance with regulation set down by the department.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal.
- The outcomes of this review will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three year review cycle.

Approved by School Council – August 2019

To be reviewed – 2022

Signed: _____
Ian Denson, Principal

Date: _____