

Occupational Health & Safety Policy

1. Rationale / Background

It is policy to promote and maintain the highest degree of health, safety and well-being of all employees.

It is the policy of this school to ensure, as far as practicable, that all employees are safe from injury and risks to health at work. Under the Act, students are regarded as employees.

This commitment is met by ensuring that work practices and procedures adopted throughout the school comply with the acts and regulations governing occupational health, safety and welfare.

All persons are expected to take all practical measures to ensure a safe and healthy working environment in keeping with specifically defined responsibilities.

2. Requirements / Outcomes

Occupational Health and Safety is achieved through the improved awareness of occupational health and safety issues and relevant procedures by adopting the following:

The Principal and senior/supervisory staff are to be competent in the techniques of accident prevention so that health and safety hazards in the workplace can be identified and controlled.

Employees are assisted to carry out duties safely with appropriate training, placement and supervision.

The School O H & S Committee will review occupational health and safety policies, programs and practices, advise of any modifications considered necessary, and consult with employees on health and safety matters.

A system for the reporting and recording of occupational incidents, accidents, injuries and illnesses is maintained.

All occupational incidents, resulting in injury are investigated and appropriate remedial action taken to prevent similar occurrences.

3. Responsibilities

Appointment of a duly elected Employees Safety Representative.

Establish an Occupational Health and Safety Committee.

Principal

The Principal as the Responsible Officer has the obligation for the implementation and monitoring of this policy and is committed to regular consultation with staff to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Senior Staff

Senior and supervisory staff are responsible for and accountable in regard to:

- Minimising the potential for occupational injury to and illness of employees within their area of responsibility.

- Ensure that contractors (and their employees) abide by the terms of their contract, including compliance with the occupational health and safety policy.

OHS Committee

Provide and maintain so far as reasonably practicable:

- A safe working environment
- A safe system of work and
- Equipment in safe condition
- Regular meetings and reports as required.
- Provide information, instruction, training and supervision to ensure that each employee is safe from injury and risk to health.
- Adopt measures to minimise the risk of and harmful effects of fire.
- Keep information and records relating to work-related injuries suffered by employees.
- Provide medical, health and first aid services as required by the regulations made under the Workplace Health and Safety Act.
- Investigate all work related accidents.
- Monitor working conditions at any work place that is under the management and control of the school.

Staff (Teachers, Administration, Aides and Attendants)

In their own interests and as a legal obligation, all staff have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular they must:

- Be responsible for minimising the potential for occupational injury and illness within their workplace and are expected to perform duties according to safe work procedures.
- Ensure appropriate records under their control are maintained.
- Report any health or safety hazards as soon as they become aware of them.
- Take reasonable care to protect their own health and safety at work.
- Ensure that they do not endanger any other person through any act or omission at work.
- Ensure that correct use is made of all equipment. Any equipment that is unsafe is disabled, isolated and access restricted.
- Obey all instructions issued to protect their own personal health and safety.
- Ensure that they are not, by the consumption of alcohol or a drug, in a state which would endanger their own health and safety at work or the health and safety of any other person at work.
- Report or make such recommendations as they deem necessary to avoid, eliminate or minimise hazards of which they are aware regarding working conditions or methods.
- Keep their own work areas tidy and safe.
- Act to ensure the removal from site of any persons acting dangerously or likely to cause harm to other people.

Students

All students have a responsibility to ensure that nothing is done to make health and safety provisions less effective. In particular they must:

- Take reasonable care to protect their own health and safety within the school environment.
- Ensure that they do not endanger any other person through any act or omission at school.

- Ensure that correct use is made of all equipment and that work areas are kept safe and tidy as required.
- Obey all instructions issued to protect their own personal health and safety.
- Report hazards of which they are aware to a staff member.
- Report any persons acting dangerously or likely to cause harm to other people.

7 SPECIAL CIRCUMSTANCES

In planning excursions which entail a considerable risk factor, staff are to **be aware of potential risk, be familiar with the Critical Incident Plan and ensure appropriate documentation has been completed.**

In undertaking any tasks around the school, all staff will be expected to pay due regard to appropriate risk management. Where there is any doubt or uncertainty about the level of risk, reference should be made to the Principal or Elected Safety Representative..

All accidents or incidents should be reported immediately to the Executive Officer or their delegate and an incident/accident report completed online at:

https://wwwsecure.education.tas.gov.au/intranet/hr/ohs_form

Where work is being undertaken that can pose a hazard to other people, it is expected that due attention will be drawn to the hazard in the most reasonable fashion, such as signs or verbal warning.

Where work is being undertaken with an element of risk or isolation, notification will be given to at least one other person.

Maintenance tasks undertaken around the school which require particular skills or must meet specific Australian Standards will be undertaken by licensed, qualified contractors. Where there is any doubt, this should be referred to the Executive Officer.

Parents and other voluntary help intending to assist in the school must sign the Visitors Book to be eligible for cover under the Department's insurance.

The Emergency Management Plan should be considered in conjunction with this policy and the emergency procedures detailed therein followed wherever possible.

Review date: 1 July 2010