

BORONIA K-12 COLLEGE

O H & S 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 members of the school community, visitors and contractors.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issues within the school.
- To create a team approach to health and safety issues.
- To, as far as is reasonably practicable, take action to improve and promote health, safety and wellbeing and prevent accidents, injuries and disease in the workplace.
- To proactively deal with the different campus based issues including the stressors inherent during the construction period, staffs travels etc.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- School Council will seek/provide funds to ensure that the appointed workplace Occupational Health and Safety staff representative receives the appropriate training and accreditation.
- A member of the school management team will attend, as needed DEECD OHS training.
- Occupational Health and Safety Committees at both campuses, with membership from staff and school management, will be established and meet at least twice per term.
- The staff Occupational Health and Safety representative and relevant principal will conduct regular 'walk through' safety audits and inspections 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.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented as soon as practicable
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff as needed
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- An up to date manual of first aid trained personnel on both campuses will be maintained at all times.
- All accidents and incidents and near misses will be recorded, investigated and reported to the School Council president and other appropriate authorities as needed.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be well known, adhered to and maintained. All employees may raise OH&S concerns directly with the OH&S representative or relevant principal at any time.
- WorkCover and rehabilitation issues are to be referred to the Campus Principal or Return to Work Coordinator as necessary.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be reported immediately to the Department of Education Occupational Health & Safety Unit and complied with as soon as practicable.

Evaluation:

- An Occupational Health and Safety review will be conducted annually by the appointed representative in consultation with the Campus Principal and nominee(s) from the OH&S campus committees, or after any serious incident.
- The outcomes of this review will be included within the OH&S/Facilities Sub-Committee report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

26 June 2013