



OCCUPATIONAL HEALTH & SAFETY POLICY

Policy Statement

A healthy and safe working and learning environment is vital to the successful functioning of Carlton North Primary School. Promotion and maintenance of a safe working and learning environment is a responsibility shared by all. Our policy informs employees, visitors, parents/carers, students and other relevant parties that Occupational Health and Safety (OH&S) is an integral part of all our operations.

Department of Education and Training (DET) Occupational Health and Safety (OHS) Commitment and Principles:
DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Aim

The purpose of the OH&S policy is to:

- provide a safe and healthy workplace for employees, students, parents/carers, visitors, contractors and other parties
- prevent accident, injuries and disease in the workplace
- ensure that appropriate standards of workplace safety are maintained at all times
- raise the profile of OH&S issues within Carlton North Primary School
- create a team approach to health, safety and wellbeing issues
- achieve continuous improvement and ensure compliance with all relevant health and safety legislation
- resolve any OH&S issues by following Carlton North Primary School's OH&S Issue Resolution procedure flowchart

Guidelines/Implementation

OH&S is a shared responsibility of the Carlton North Primary School council, all employees, contractors, subcontractors, students, parents/carers, visitors and other relevant parties.

Employees, contractors and subcontractors are responsible for:

- fulfilling their duties under OH&S legislation including acting in a safe manner that does not put others at risk, taking reasonable care of their own health and safety and that of others affected by their actions or omissions and complying with the safety procedures and directions of Carlton North Primary School;
- not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students;
- acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative;
- actively contribute to identifying, reporting and reducing OH&S hazards and risks; and

- cooperating with DET on OH&S matters including following DET procedures and participating in consultation and training.

Other parties are responsible for fulfilling their duties under OH&S legislation and acting in a safe manner. Carlton North Primary School will:

- maintain, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health;
- allocate adequate resources to maintain healthy, safe and supportive workplace and learning environment;
- provide information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner;
- actively support the physical and psychological well being of employees by providing access to specialist OHS advice and services;
- use all OH&S resources available from DET and WorkSafe Victoria;
- ensure that the appointed workplace OH&S representative is accredited;
- establish and maintain an OH&S Committee which will meet at least once per term;
- the OH&S representative and Principal/Principal's delegate will conduct regular 'walk through' safety audits and inspections using appropriate checklists and draft reports for OH&S Committee to consider and act upon;
- ensure all employees may raise OH&S concerns directly with the OH&S representative or Principal/Principal's delegate at any time;
- reduce OH&S risks through a documented process of hazard identification, assessment, implementation and review of controls;
- provide adequate resourcing to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented;
- consult with employees, so far as reasonably practicable, on OH&S decisions and changes that affect their workplace;
- welcome Victorian WorkCover Authority field officers to Carlton North Primary School. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Carlton North Primary School Council;
- investigate and report to the Principal/Principal's delegate and other appropriate authorities all accidents and incidents and near misses and log details on eduSafe and act to prevent re-occurrence;
- ensure that a formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, is well known, adhered to and maintained;
- refer all WorkCover and rehabilitation issues to the Principal or Return to Work Coordinator as necessary;
- maintain the required number of First Aid trained personnel at all times;
- communicate issues relating to OH&S, for example building works being conducted at Carlton North Primary School, to all employees, students, parents/carers and community as required;
- communicate procedures relating to the correct use of equipment and substances to all employees and ensure these procedures are adhered to; and
- conduct an annual OH&S review of CNPS procedures by the appointed representative in consultation with the Principal and nominees from the OH&S Committee or after any serious incident. The outcomes of this review will be included within the annual report to the Carlton North Primary School Council.

Evaluation

This policy will be reviewed by 2021 or sooner if required.

This policy was ratified by Carlton North Primary School Council on 6 September 2017.