

# Foster Primary School Occupational Health and Safety (OHS) Policy



**Foster Primary School** recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

Foster Primary School is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

This policy is consistent with:

- (a) The DET Occupational Health & Safety Commitment statement that schools provide a safe and appropriate teaching and learning environment for both staff and students and
- (b) The school's legal obligations under the Victorian OHS Act 2004 and Common Law Duty of Care
- (c) DET OHS Policy

## Policy Objectives

- To comply with OHS related legislation and DET directives or guidelines relating to health and safety.
- To set and measure OHS performance against identified targets.
- To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing recurrence and recording on the EduSafe Portal as required.
- To maintain written records on all OHS activities undertaken, through the Buildings and Grounds Report, OHS Activities Calendar, Termly Workplace and Asbestos Inspections.
- To implement staff health and wellbeing strategies.
- To provide a Return to work (RTW) program for employees in the event of injury or illness.
- Adequate resources will be provided to support this policy.

## Responsibilities

As employers, the **Principal** and **School Council** have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

Employers' direct duties under the OHS Act also include:

- Providing and maintaining safe plant and systems of work. Regular OHS inspections and audits will ensure this.
- Making arrangements for the safe use, handling, storage and transport of plant and substances.

- Maintaining the workplace in a safe and healthy condition, through termly inspections, recorded in the OHS Workplace Inspections folder.
- Providing adequate facilities for staff welfare.
- Providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner. All staff are inducted at the start of the year. All new staff, volunteers and Contractors are inducted on to site before starting work.

**All staff are responsible for OHS and at Foster Primary School as well as the nominated Occupational Health and Safety Rep.**

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

**Professional Learning Team Leaders** are responsible for the health and safety performance of their team as required by DET. This responsibility extends to:

- maintaining the workplace in a safe condition and reporting any hazards identified at a staff meeting or directly to the OHS rep or Principal
- actively promoting and implementing agreed OHS procedures
- ensuring all staff complete the OHS training modules are required by the department

**All staff** have a responsibility to:

- take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions
- report hazards, accidents or incidents (near misses) in accordance with agreed school procedures to the OHS Rep or Principal
- follow established safe working procedures as outlined in the online OHS modules.

Foster Primary School is committed to ensuring this policy is publicised on the school website and implemented and will regularly monitor and review its effectiveness.

Lorraine Gurnett  
**(Principal)**

Matt Wallis  
**(President of School Council)**

Date: May 2017

Review 2018

This Policy was last ratified by School Council in May 2017

## Implementation

1. The role of OHS Management Representative will be allocated to a senior staff member.
2. Relevant OHS responsibilities will be included in all job descriptions and responsibilities
3. Staff will be encouraged to elect a staff Health and Safety Representative (HSR).
4. The elected HSR will be provided with training and practical support to fulfil his/her role effectively (as stipulated in the OHS Act) and will 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 in accordance with the *Occupational Health and Safety Regulations 2007* (the Regulations) and are given at the start of every year in the staff Induction Handbook, or during staff, volunteer or contractor induction.

5. 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
6. Risk reduction will be a central goal of the school and the Risk Management Program will aim to prevent injury and illness arising from school activities through the implementation of:
  - regular evaluation of compliance with relevant OHS Regulations and DET 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
  - staff support programs

- 8.** A Return to Work Co-ordinator (RTW) will be nominated and given appropriate training. RTW policy and procedures as per DET.
- 9.** Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year
- 10.** OHS targets will be set and performance against these targets will be measured. *(targets could be based on the above implementation plans and/or reduction in claims or number of incidents)*

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