

## Rowville Primary School OHS – Occupational Health and Safety Policy



### Help for non-English speakers

If you need help to understand the information in this policy, please contact 9764 1955.

### PURPOSE

- To provide a healthy and safe working environment that ensures the successful functioning of our school. At Rowville Primary School, all members of the school community have a shared responsibility for the promotion and maintenance of a safe working environment.

### SCOPE

- 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 prevent accident, injuries and disease in the workplace.

### IMPLEMENTATION

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- An Occupational Health and Safety Committee will be established and it will meet at least quarterly, consistent with an OHS Committee Charter that it develops. A Health and Safety Representative (HSR) will be elected by staff. The HSR and the principal will be members of the OHS committee.
- School Council will provide funds to ensure that the appointed workplace HSR receives the appropriate training and accreditation.
- The OHS committee will establish and conduct an annual OHS Activities Calendar of mandated and situational OHS requirements including communication of OHS policy with staff, walk-through audits, workplace and first aid inspections, policy and first aid reviews, emergency drills, electrical tag and testing programs, reviews of the OHS Risk Register, training programs etc.
- The OHS committee will communicate openly and freely with all staff. An OHS noticeboard in the staffroom will include the following:
  - Minutes of OHS meetings
  - OHS Committee Charter
  - Newsletters
  - Agreed OHS Issue Resolution Process
  - Names and contacts of all OHS committee members
  - Consultation and Communication policy
  - Current First Aid Summary Sheet
  - Risk Management and Occupational Rehabilitation Program Statement
  - OHS Issue Resolution Flowchart
  - OHS Activities Calendar
  - Workcover 'If You Are Injured' poster
  - Emergency Management Plan

- Employment Assistance Poster
- OHS matters will regularly form part of staff briefing agenda
- The HSR and principal and appropriate others will conduct regular ‘walk through’ safety audits and inspections using appropriate checklists. A report will be provided to the OH&S committee to consider and act upon
- Quarterly OHS committee meetings will also include reviews and updates of the OHS activities calendar, reviews of any incidents or hazards reported by staff, and any new training that is required
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OHS committee safety audits, inspections, initiatives or programs can be fully investigated, planned and implemented as appropriate.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff and families via Compass, staff briefing and public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel and first aid equipment will be maintained at all times.
- All accidents and incidents and near misses will be investigated and reported to the OHS committee and any other authorities as appropriate.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and an OHS Risk Register, will be well known, adhered to and maintained. All employees may raise OHS concerns directly with the OHSR or principal any OHS committee member at any time.
- WorkSafe authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with and reported immediately to the Department of Education Occupational Health & Safety Unit as required.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- The Principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

#### **FURTHER INFORMATION AND RESOURCES**

- [Contractor OHS Policy and Procedure](#)
- [Volunteer OHS Management Policy and Procedure](#)
- [OHS Risk Management Policy and Procedure](#)

#### **EVALUATION**

- An annual Occupational Health and Safety review will be conducted by the appointed HSR in consultation with the Principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be reported to School Council and the community.
- This policy will be reviewed as part of the school’s three-year review cycle.

#### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	May 2023
Approved by	Rowville Primary School Council
Next scheduled review date	May 2026