



OCCUPATIONAL HEALTH AND SAFETY POLICY

1. STATEMENT OF CONTEXT AND PURPOSE

The School is committed to ensuring that all employees, students, contractors and visitors are provided with a safe and healthy working environment in accordance with Occupational Health and Safety (**OHS**) laws.

Employees of the School also have responsibilities under OHS laws. These responsibilities must be upheld at all times.

The purpose of this policy is to provide employees with guidance as to:

- the School's responsibilities for the management of OHS; and
- their own responsibilities for the management of OHS within the School.

This policy and procedure is designed to ensure employees, contractors, visitors, and authorised personnel of the School work in an environment that is safe.

2. APPLICATION

This policy applies to all employees, contractors, visitors and other authorised personnel required to perform work on the School's premises.

3. DEFINITIONS

Supervisor means an individual who has been delegated the authority to be responsible for another employee in respect of specified workplace matters and/or decisions.

4. THE SCHOOL'S COMMITMENTS

The School is committed to:

- Providing and maintaining a working environment (including buildings, equipment, facilities and grounds) that is so far as is reasonably practicable safe and without foreseeable risks to health;
- Recognising its responsibility for the prevention of workplace caused injury and illness;
- Accepting the obligations imposed by legislation on Occupational Health & Safety and supporting Regulations and Codes of Practice which are applicable to its operations and regarding these as being the appropriate standard; and
- Developing, implementing and maintaining operating procedures that ensure, so far as is reasonably practicable, the:
 - inducting and training of employees and contractors in relation to Occupational Health & Safety requirements;
 - consulting of employees in relation to Occupational Health & Safety matters;
 - advising of all levels of management that are held accountable for a safe environment in the areas under their control;
 - establishing and maintaining of systems that identify hazards and record accidents;
 - implementing of corrective actions where there is an incident or accident regardless of whether the incident has caused injury or not; and
 - assisting employees injured at work to return to work as soon as practicable.

All employees, contractors, visitors and other authorised personnel have a responsibility for taking reasonable steps to ensure that his or her own work or study environment and practices protect their own health and safety as well as the health and safety of others.

It is essential that all employees, students and other persons who visit the School comply with the School's OHS policy, procedures and instruction and cooperate with the School management in maintaining and improving safety standards.

5. EMPLOYEE, CONTRACTOR, VISITOR, AND OTHER AUTHORIZED PERSONNEL RESPONSIBILITIES

All employees, contractors, visitors and other authorised personnel are responsible for ensuring that the following obligations are complied with:

5.1 HAZARD REPORTING

- reporting hazards and other OHS issues to their supervisor as soon as possible.

5.2 MANUAL HANDLING

- following safe operating procedures associated with their work tasks;
- reporting hazards associated with manual handling to their supervisor as soon as possible;
- attending manual handling training as required, and complying with that training;
- participating in consultation regarding manual handling activities within their workplace;
- not putting others at risk due to poor manual handling practices.

5.3 PLANT AND EQUIPMENT

- using safe operating procedures and in accordance with training;
- undertaking any pre-use inspection;
- reporting all malfunctions and damage to plant and equipment to their manager and/or health and safety representative; and
- not operating any plant or equipment that is unsafe, damaged or where guarding is incomplete or has parts missing.

5.4 ELECTRICAL EQUIPMENT

- checking tags on flexible electrical supply cables prior to use of electrical equipment and notifying their supervisor of any cables that are out date;
- ensuring that electrical equipment brought into the workplace from home will be tested in accordance with *AS3760– In-service Safety Inspection and Testing of Electrical Equipment*. It will be the responsibility of the owner of the equipment to ensure the testing and tagging is current. This includes responsibility for the cost of testing and tagging; and
- not affixing tags on electrical equipment, unless qualified to do so. This includes any power tools.

5.5 HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

- complying with guidelines and directions for the safe storage of dangerous goods and/or hazardous substances (where applicable) including isolation requirements;
- reporting any problems associated with the storage of dangerous goods and/or hazardous substances to their supervisor; and
- ensuring that food containers or containers that may be mistaken for food containers are never used for the storage or use of dangerous goods and/or hazardous substances.

5.6 WORKING AT HEIGHTS

- complying with guidelines and directions regarding safely working at heights;
- not attempting to work at heights unless required; and

- reporting any problems associated with working at heights.

5.7 ASBESTOS

- complying with guidelines and directions regarding the safe removal of asbestos;
- not attempting to remove or otherwise handling asbestos or material that may contain asbestos without the express written permission of the Principal; and
- reporting any asbestos risk or exposure immediately to their supervisor.

6. BULLYING

Refer to Bullying and Violence Policy.

7. CONSEQUENCES OF A BREACH OF THIS POLICY

The School emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

8. IMPLICATIONS FOR PRACTICE

8.1 AT BOARD / PRINCIPAL LEVEL

To properly implement this policy, the School, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to prospective parents and prospective students, for example on the the School website;
- that this policy is incorporated into the Board's / Principal's record of current policies;
- that this policy is incorporated into the School's induction program, to ensure that all employees are aware of the Policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy;
- that an appropriately qualified person is appointed or engaged to assist the School in meeting its occupational health and safety obligations;
- periodic safety audits are conducted and action taken in respect of any hazards and issues identified; and
- that regular reports are received from supervisors in relation to the implementation of this policy.

8.2 AT OTHER LEVELS

To properly implement this policy, all the School's employees, contractors, visitors and authorised personnel must ensure that they will abide by this policy and assist the School in the implementation of this policy.

9. REFERENCE POINTS / BACKGROUND PAPERS

- *Accident Compensation Act 1985* (Vic);
- *Occupational Health and Safety Act 2004* (Vic);

- *Occupational Health and Safety Regulations 2017 (Vic);*
- *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic);*
- Bullying and Violence Policy;
- Performance Management, Misconduct and Disciplinary Action Policy.