OCCUPATIONAL HEALTH AND SAFETY POLICY - 2014

To be reviewed: 2017

RATIONALE:
A healthy and safe environment is vital to the functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

AIMS:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To maintain the work place in a safe and healthy condition.
- To provide information, training and supervision of all employees enabling them to work in a safe and healthy manner.
- To make and monitor arrangements for the safe use, handling and storing of hazardous chemicals e.g. cleaning agents.

IMPLEMENTATION:

- An elected Health and Safety Representative in conjunction with the Principal is responsible for the implementation and monitoring of the policy.
- All health and safety duties of management at all levels will be detailed, and Catholic Education Office procedures for training and back up support will be followed.
- In fulfilling the objectives of the policy, the Principal and The Health and Safety Representative are committed to regular consultation with employees to ensure that the policy operates effectively and that the health and safety issues are regularly reviewed.

THE PRINCIPAL:

- Is responsible for the effective implementation of the school’s Health and Safety Policy.
- Must observe, implement and fulfil his/her responsibilities under the Acts and regulations that apply within the state.
- Must observe that the agreed procedures for regular consultation between him/her and/or his/her nominee, and those with designated health and safety functions are followed.
- Must ensure that all specific policies operating within the school are consistent with school health and safety objectives.
- Must provide information, training and supervision for all employees in the correct use of equipment and substances used within the school.
- Must be informed of incidents and accidents occurring on the school premises or to school employees so that health and safety performance can be accurately gauged.
- Will seek cooperation from all employees in realising the health and safety objectives thus creating a safe working environment.
EMPLOYEES:
• Must establish a Designated Work Group (DWG) as per section 43 of the Occupational Health and Safety Act 2004.
• Have a duty of care to ensure that their own health and safety and the health and safety of students and others is not affected by their actions at work.
• Must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees.
• Must in accordance with agreed school procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representative and the Principal.

DESIGNATED WORK GROUP:
• Elect a Health and Safety Representative as per section 54 of the Occupational Health and Safety Act 2004.
• Elect a Deputy Health and Safety Representative as per section 57 of the Occupational Health and Safety Act 2004.

HEALTH AND SAFETY REPRESENTATIVE:
• Represent the members of the Designated Work Group on Occupational Health and Safety issues.
• Consult with Principal on Occupational Health and Safety issues.

EVALUATION:

The policy will be reviewed in light of legislative changes and/or as per the cycle of policy review school changes.

The Occupational Health and Safety Act 2004 can be found at www.legislation.vic.gov.au