Rationale

Westgarth 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 employers, students, parents, contractors and other visitors to the school site.

School management 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 employers and management on OH&S issues will be encouraged.

The policy is consistent with:

- The DEECD mission statement that schools provide a safe and appropriate teaching and learning environments for both staff and students
- The school’s legal obligations under the Victorian OH&S Act 1985 and common law duty of care.

Aims

- To comply with OH&S related legislation in DEECD directives to ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of OH&S issues within the school.
- To create a team approach to health and safety issues.
- To minimise and prevent accident, injuries and disease in the workplace using risk reduction goals.

Actions

- OH&S is a shared responsibility of the School Council and all staff.
- School Council will provide funds to ensure that the appointed workplace OH&S representative receives the appropriate training and accreditation.
- An OH&S Calender will be maintained.
- An OH&S Committee will be established and it will meet regularly and document all recommendations.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate OH&S standards including staff welfare.
The OH&S representative, maintenance staff member and principal will conduct regular ‘walk through’ safety audits using checklists contained on pages 38-50 of the ‘OH&S Guidelines – Support Material for Schools’ document and draft reports for OH&S committee to act upon.

Issues relating to OH&S, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.

OH&S is tabled at all staff / co-ordinator’s meetings.

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 will be maintained at all times.

All accidents and incidents will be investigated and reported using Edusafe and other appropriate authorities.

A formal process of reporting, recording and investigating incidents, using Edusafe including a First Aid Register, Risk Management Register and a Hazard Alert Register, will be adhered to and maintained.

WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.

Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DE&T Occupational Health & Safety Unit.

**Evaluation**

Effectiveness of implementation of this policy will be monitored informally on an ongoing basis and evaluated formally at least once a year.

- An annual OH&S review will be conducted 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 in the annual school report. This policy will be reviewed as part of the school’s three-year review cycle or as required by legislation.

<table>
<thead>
<tr>
<th>Approval date:</th>
<th>Approved by:</th>
<th>Next Review:</th>
<th>Page:</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2010</td>
<td>School Council</td>
<td>May 2013</td>
<td>2 of 2</td>
</tr>
</tbody>
</table>