



Occupational Health & Safety Policy

Rationale

The health and safety of all staff, students, volunteers, visitors and external providers is vital to the successful functioning of the St Joseph's Primary School (SJPS) and is the responsibility of all. In order to fulfil this responsibility, the Principal has a duty of care to maintain and provide a work environment that is free of risk to the health and safety for all.

Policy

SJPS is committed to providing a safe working environment through consistent implementation of the Occupational Health & Safety Policy (OHS). This policy applies to all staff, students, visitors, volunteers and external providers in the school environment.

Definitions used in this Policy

OHS – Occupational Health and Safety

HSR – Health and Safety Representative

HSC – Health and Safety Committee (if applicable)

CEOB – Catholic Education Office Ballarat

CECV – Catholic Education Commission of Victoria Ltd

Policy principles

- providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties
- providing and maintaining safe plant and systems of work
- making and monitoring arrangements for the safe use, handling, storing and transport of plant and hazardous substances
- maintaining, so far as is reasonably practicable, an office that is safe and without risks to physical and mental health
- providing adequate facilities for the welfare of all staff, students, visitors, volunteers, external providers and the school community
- providing information, training and supervision for staff, volunteers, visitors and external providers enabling them to work in a safe and healthy manner
- Maintaining physical infrastructure, including buildings, plant, equipment and any school vehicles in a condition that ensures they are safe to use.

Responsibilities

Governing Authority

- is responsible for providing a safe environment and ensuring that appropriate policy, procedures and practices are in place.

School Principal

- embedding a safe and healthy workplace for staff, volunteers, visitors, external providers and other parties
- implementing a systematic approach to OHS risk management and ensuring that SJPS can meet its OHS obligations
- ensuring the OHS officer has a clear role description that is communicated to the staff and school community
- providing OHS information, training and supervision to staff and other relevant parties
- consulting with the governing authority, staff (and their representatives), the School Advisory Committee and other stakeholders on OHS issues
- identifying and controlling hazards and risk by following the SJPS Hazard and Risk Management Control Process (Appendix A)
- resolving any OHS issues by following the SJPS OHS Issue Resolution Flow Chart (Appendix B)
- providing sufficient time and resources for the OHS Officer and team to operate effectively
- providing appropriate procedures and guidelines to support employees, contractors and visitors when undertaking their work

- ensuring there are procedures and documentation for incidents and accidents and when required, return to work processes
- monitoring actions by OHS team and following up on any performance issues
- ensuring that employment practices and procedures comply with the Equal Opportunity Act (Vic) 2010.

OHS Officer/s and Representative/s

- conducts regular meetings of OHS Team, led by OHS Officer and including representatives from teaching and non-teaching staff
- communicates to Principal on matters of concern by OHS Officer
- consults with staff (or their representative) on decisions and changes that affect their workplace in relation to OHS requirements and procedures
- analyses OHS incidents that are recorded in the Incidents and Accidents Register and identify areas of risk, further training or modifications to procedures
- identifies risks and strategies to minimise or eliminate risk in conjunction with the Principal or delegated officer.
- audits procedures for hazardous and dangerous goods.

Staff, Volunteers, Visitors and External Providers

- fulfilling their duties under OHS legislation and acting in a safe manner
- taking reasonable care of their own health and safety and that of others affected by their actions or omissions
- complying with the safety procedures and directions as set by the Principal
- not willfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of SJPS staff
- acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

Strategies

- conducting a regular audit of OHS practices and procedures
- establishing complaints and grievance procedures
- ensuring regular Essential Services inspections
- delegating a member of staff as the Occupational Health and Safety Officer to lead the OHS team
- developing processes to identify hazards and control risk
- developing Emergency Management Plan that is monitored and reviewed
- following CEOB Critical Incident Guidelines
- monitoring staff and student wellbeing through surveys and observations
- implementing procedures for staff returning to work from an injury (physical and emotional)
- ensuring regular evacuation, lock down and lock out drills
- implementing professional learning for areas such as slips, trips and falls, and manual handling
- providing basic first aid kits in accessible locations
- ensure that appropriate planning and risk analysis is conducted for offsite activities
- ensuring staff have familiarised themselves with OHS in Schools (WorkSafe)
- inducting new staff, volunteers and external providers on OHS.

Monitoring and Communication

- undertaking regular audits of the school environment
- including a standing agenda item for OHS at SJPS staff meetings, including consultation and /or training and/or provision of information
- implementation of risk management procedures and register
- providing information and reminders to school community through newsletter
- maintaining a current register for VIT registration and Working with Children Checks
- analysing data such as
 - injuries, near misses, sick days and WorkSafe claims
 - frequency and type of issues raised
 - checking whether hazard inspections have taken place and are being followed up
 - the number of staff that require training in OHS
 - number and follow up of issues raised by WorkSafe Inspectors

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Related Policies and Documents

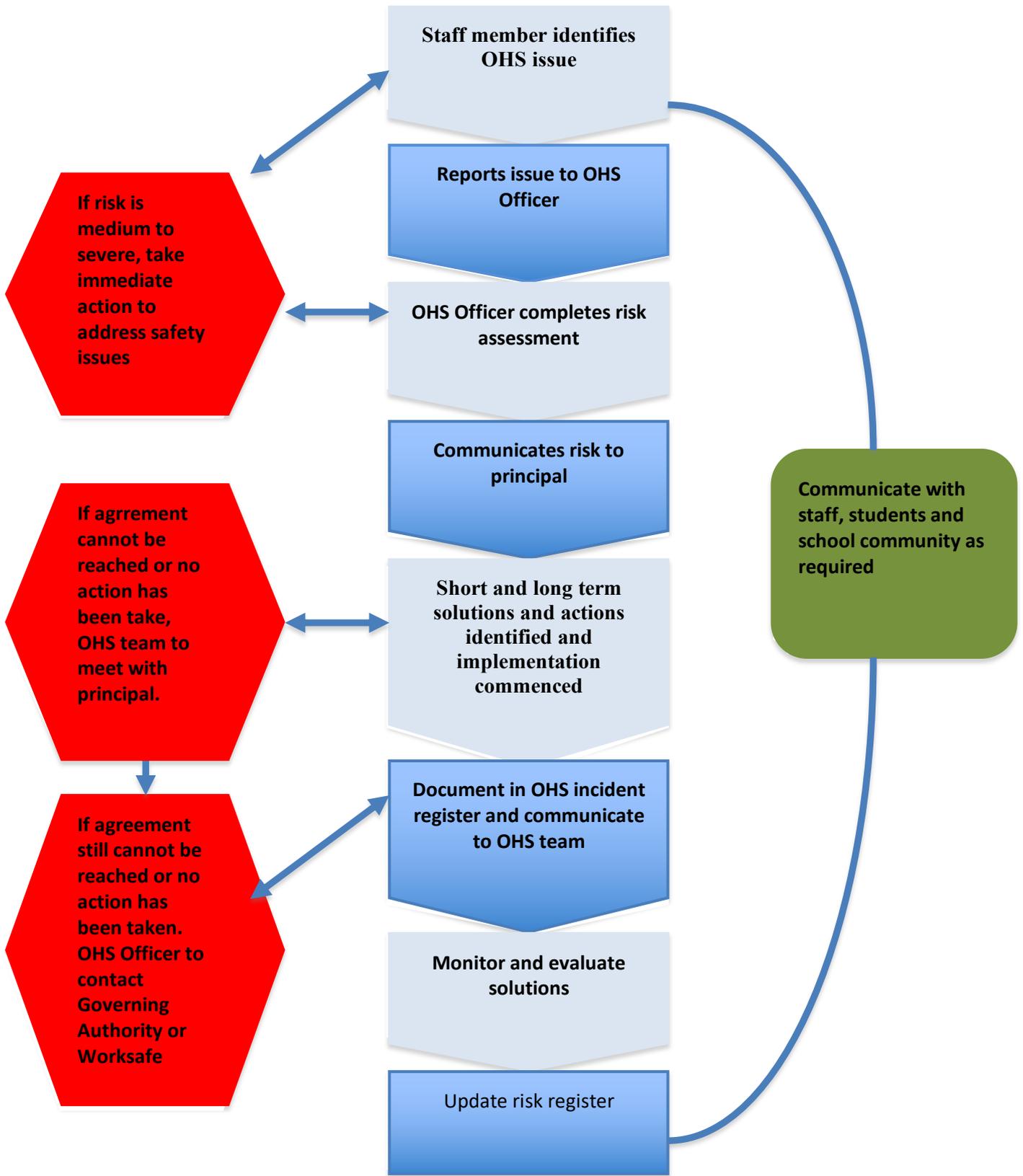
- SJPS Anti Bullying (including cyberbullying) and Harassment Policy (students)
- SJPS Duty of Care: Supervision of Students
- SJPS Complaints and Grievances Policy
- SJPS Occupational Rehabilitation and Return to Work Procedures
- SJPS Acceptable Technology Use Agreement
- SJPS Staff OHS Induction/Handbook
- SJPS Parent Handbook
- SJPS Emergency Management Plan
- SJPS Child Safety Policy and Code of Conduct
- OHS in Schools (WorkSafe)
https://www.worksafe.vic.gov.au/_data/assets/pdf_file/0009/9855/OHS-in-schools-web.pdf

Reflective Material

- Pastoral Care of Students in Catholic Schools CECV
- Pastoral Care Policy Diocese of Ballarat
- School Vision and Mission Statements
- WorkCover Authority Website: www.workcover.vic.gov
- Registered Schools Board Victorian Guidelines
- The Occupational Health and Safety Act 2004
- All publications / Codes of Practice issued by WorkSafe Victoria.

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Appendix A: Hazard and Risk Management Control Process



Appendix B: OHS Issue Resolution Procedure Flow Chart

