



## Our Lady of the Sacred Heart School Occupational Health and Safety Policy

### **Rationale.**

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

### **Basic Beliefs.**

- Our Lady of the Sacred Heart School is committed to maintaining a safe working environment for all staff. It is the policy of the school to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the school site.
- All staff members have a responsibility to be alert to potential dangers, fix hazards or notify the principal/leadership team of risks and/or hazards.
- Students need to be empowered to identify and report risks and/or hazards to teachers and other responsible adults.

### **Roles and Responsibilities of Daily OHS at OLSH Elmore.**

The Employer at OLSH is Fr Ashley Caldw.

The daily administration of Occupational Health and Safety matters has been delegated to the school Principal, Mrs Elizabeth Trewick.

### **Our staff are committed to:**

- providing a safe and healthy workplace to staff, students, visitors, contractors and other parties.
- following a systematic approach to OHS risk management and ensuring that our school can meet its OHS obligations.
- regular consultation with employees (and their representatives), school leaders and other stakeholders on OHS issues.
- resolving any OHS issues following the school's OHS Issue Resolution procedure.

### **Definition of Terms.**

*Act*- the Occupational Health and Safety Act 2004

*Health and Safety Representative (HSR)* – if requested by staff a representative of the school/college will be elected, in accordance with section 70 of the Occupational Health and Safety Act 2004, by employees at the school. The term of appointment for a health and safety representative is 3 years.

*Management Representative* – the principal of the school or nominee.

### **Procedures in Place at OLSH Primary School:**

To achieve a healthy working environment the school has in place several procedures, which should be followed to ensure that the workplace remains safe. These procedures are:

- Evacuation / Invacuation and Lock Down procedures;
- Emergency/ Crisis Management policy;
- A student safety and supervision policy
- An Induction of new staff procedure
- Safe storage of chemicals practices;
- Hazard reporting system;
- Non smoking Policy;
- Regular (weekly) checking of playground equipment and sandpit
- Procedures for regularly checking that doorways and paths of travel are clear;

- Annual electrical cord/power point testing
- **BE SAFE** expectations in all areas of the school.
- Staff welfare procedures;
- Purchasing guidelines;
- Facilities design, upgrade and maintenance procedures;

Copies of these procedures are either on display in classrooms, part of policies available on the server, printed in Staff and/or Parent Handbooks available. Staff will review these policies and procedures as part of the review cycle.

### **Responsibilities of Leadership**

The responsibilities of leadership are as follows:

- To model safe work practices
- To respond appropriately to issues brought to their attention
- Provide and maintain so far as practicable for employees a working environment that is safe and without risks to health
- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property
- Ensure that the relevant Act and Regulations that apply to working conditions and work environment are observed and enforced
- Encourage consultation in addressing safety issues
- Design, purchase, install and maintain safe machinery and maintain a safe site
- Develop and implement safe operational guidelines
- Provide adequate safety information, training and supervision
- Put in place and make staff aware of formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

### **Responsibilities of Employees in Leadership Positions**

Employees in leadership positions have the following responsibilities in addition to their responsibilities as employees of the school:

- Ensure that the area in which they work is safe and without risks to health
- Identify any unsafe or unhealthy conditions or behaviour
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health
- Attempt to remedy all problems related to occupational health and safety. If unable to rectify the problem, consult with the relevant authorities to make the situation as safe as possible.

### **Responsibilities of Employees**

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace
- Read the relevant policies and procedures made available on staff notice board and emails.
- Adhere to safe work procedures, instructions and rules
- Co-operate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others
- Not willfully place at risk the health and safety of any other person in the workforce.

### **Employees, contractors and sub-contractors are responsible for:**

- 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 interest of health, safety and welfare of school employees and students.
- Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

### **Other parties are responsible for:**

- Fulfilling their duties under OHS legislation and acting in a safe manner.

### **Review of Procedures and Policy**

The Occupational Health and Safety procedures and policy will be reviewed every year to ensure:

- 1: That all staff members are aware of their responsibilities.
- 2: Staff are able to locate and familiarize themselves with all relevant policies and procedures.
- 3: That all New pieces of equipment are covered and all new practices are recorded and reviewed.

### **Where to go for further information**

The following people will be able to provide further information

- Union Representative:
- School Leadership Team member: Mrs Tracey Angove, Mrs Melissa Caine, Mrs Casey Frew
- School Officers: Mrs Nerida Murray
- Principal: Mrs Elizabeth Trewick

### **Budgets**

- Maintenance
- Professional Development

### **For further information on Health and Safety responsibilities, or any areas in relation to the OHS areas of :**

Roles

Functions

Training

Information and records

Procedures and evaluation

Workplace consultation

Hazard management

Workplace inspections

Visit the following websites

<http://www.worksafe.vic.gov.au/>

Or alternative

Catholic Education Commission Victoria - <http://www.cecv.catholic.edu.au/>

then click on industrial relations / Occupational Health & Safety.

