

## Occupational Health and Safety Policy

|  |                   |
|--|-------------------|
| <b>Written by</b>                      | <i>Principal</i>  |
| <b>Date approved by School Council</b> | <i>March 2024</i> |
| <b>Date of Review</b>                  | <i>March 2026</i> |

### POLICY STATEMENT

Mount Eliza North Primary School is committed to the occupational health and safety of all employees, students, contractors, volunteers, and those visiting the School's premises by providing a safe and healthy workplace. Mount Eliza North Primary School regards its occupational health and safety responsibilities with the utmost importance.

### PRINCIPLES

All Mount Eliza North Primary School employees must take care and responsibility of their health and safety, and that of their fellow workers in all workplaces that they work. This must be done to the extent of their capability, by following all safety rules, procedures and instructions as given by supervising staff (Principal, AP, Learning Specialists and Administration).

Every employee also has a duty of care to ensure that they do not put themselves, or others, at risk, and therefore employees are not to take actions likely to cause injury or illness to themselves or others. They will not bypass or misuse systems or equipment provided for health or safety reasons.

All employees of Mount Eliza North Primary School have a responsibility for ensuring that the workplace is safe and without risks to health. Mount Eliza North Primary School is committed to providing the necessary resources to meet its responsibilities and comply with all relevant Acts and Regulations. School management shares its responsibility with the teaching workforce for the promotion and maintenance of occupational health and safety. However, the Principal has the primary responsibility of ensuring the health and safety of all persons in the workplace.

### OBJECTIVES

- To provide safe systems of work
- To provide a safe and healthy work environment
- To provide a system of employee consultation in all OH&S matters
- To ensure plant and substances in the workplace are safe and without risk to health
- To promote health and safety within the work force
- To reduce and minimise the number and severity of injuries in the workplace.

### STRATEGIES

- **Risk Management.** Mount Eliza North Primary School will establish and maintain an Occupational Health and Safety system, which will identify, assess and control workplace hazards, in consultation with employees.
- **Occupational Health and Safety Management System (OHSMS):** in order to implement the general provisions of this policy an OHSMS will be developed and implemented as per the requirement to comply with DET's OH&S Management System. It will contain all aspects of OH&S including:
  - OHS&R training and education
  - Workplace design
  - Changes to work methods and practice
  - Safety rules including disciplinary penalties for non-compliance
  - Emergency procedures and drills
  - Provision of OH&S equipment services and facilities
  - Workplace inspections and evaluations
  - Reporting, recording and investigating work related incidents, accidents, injuries and illnesses
  - Provision of adequate first aid facilities
  - Provision of information to employees
  - Employee consultation
  - OH&S related policies
  - OH&S document registration

### Senior Management Responsibilities (Principal Class Officers)

Senior management is required:

- To ensure that this policy and the OH&S program are effectively implemented,
- To support the Leadership team and coordinators in fulfilling their responsibilities,
- To hold managers and supervisors accountable for their specific responsibilities,
- To provide a system of employee consultation in all OH&S matters,
- To evaluate the implementation of this policy as part of OHSMS Review, and
- To participate in regular reviews of the policy and its programs.

## **Learning Specialists and Coordinators**

---

Each Learning Specialist/Coordinator is responsible, and will be accountable, for taking all practical measures to ensure:

- The implementation of the OH&S program in their area
- That the workplace under their supervision is safe and without risk to health or safety of employees
- Consultation with their employees in all OH&S matters
- That the behaviour of employees in the workplace is safe and without risks to health.
- That when they do not have the necessary authority to fix a problem, they will report the matter promptly, together with any recommendations for corrective action, to the Principal or another staff member with the necessary authority.

## **Employee and CRT Responsibilities**

---

- All employees are required to co-operate with the OH&S policy and program to ensure their own health and safety and the health and safety of others in the workplace.
- All employees will carry out their work according to safe systems of work; use protective equipment provided and use all equipment, tools and materials as per training provided & in the manner for which they are intended.
- All employees will participate in the consultation process.
- All employees will report incidents using eduSafe.

## **Contractors, Volunteers, and Visitors**

---

- Contractors and volunteers will participate fully in the OH&S induction process, conduct themselves appropriately in accordance with this policy, and behave in an appropriate manner when on school grounds.
- Incidents will be reported to a member of staff as soon as possible for appropriate reporting to eduSafe or other regulatory bodies.
- Any visiting parties to the school will comply with instructions given by the Principal or other senior members of staff regarding OH&S matters, including ceasing work if it is believed the work cannot be continued safely, or following instruction during an emergency event.

## **Relevant Legislation and Regulations**

- Occupational Health and Safety Act 2004
- Work Health and Safety Act 2011 No. 137, 2011
- Occupational Health and Safety Regulations 2007

This Policy is to be read in conjunction with DET's [Health, Safety and Wellbeing Policy \(PDF\)](#) the following DEECD Policy Document:

## **Evaluation**

This policy will be reviewed as part of the school's three year review cycle.