



OCCUPATIONAL HEALTH & SAFETY POLICY

Rationale:

Kew Primary School recognises that it has a responsibility to provide and maintain a working environment that is safe and with mitigated or controlled risk to individual health and welfare as far as is practicable. This responsibility extends to the Department of Education and Training (ie the employer), the Principal, all employees, students, parents, contractors and other visitors to the school site.

The Principal is committed to providing a safe workplace through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OH & S issues will be encouraged.

Guidelines:

In fulfilling this responsibility, the DET and the Principal have a duty of care to provide and maintain so far as is reasonably practicable, a work place that is safe and with controlled risk to health. This includes:

1. Making and monitoring arrangement for the safe use, handling, storing and transport of dangerous good and hazardous substances.
2. Providing and maintaining safe plant and systems of work.
3. Providing adequate facilities for the welfare of all employees and students.
4. Providing such information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.

The Principal (under delegated responsibility from the DET) is responsible for the implementation and monitoring of this policy.

In fulfilling the objectives of this policy, the Principal (under delegated responsibility from DET), is committed to regular consultation with employees to ensure that the policy operate effectively and that health and safety issues are regularly reviewed.

Kew Primary will take all reasonably practicable steps to provide and maintain a safe and healthy workplace for all employees, students, contractors, volunteers and visitors.

The Principal is responsible for the effective implementation of the school's health and safety policy and shall:

- Observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and Dangerous Goods Act regulations that apply within the State
- Ensure that all specific policies operating within Kew Primary, are periodically revised and are consistent with school health and safety objectives
- Provide relevant information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school

- Ensure that all employees, students, contractors and visitors inform the school of incidents and near misses occurring on the school premises so that health and safety performance can be accurately gauged and where necessary notified to Work Safe Victoria
- Ensure that all reported incidents and near misses are sufficiently investigated to establish root cause and appropriate corrective action

ALL EMPLOYEES

- Have a duty to take reasonable care of which they are capable for their own health and safety and of others affected by their actions of work
- Should comply with the safety procedures and directions agreed between the Principal, employees and with the elected occupational health and safety representative
- Will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- Must act in accordance with agreed school procedures for near misses and incident reporting and report potential hazards to the Principal

CONTRACTORS

Kew Primary shall, as far as practicable, ensure that a contractor or sub-contractors and their employees:

- Carry out their work in a safe manner using appropriate and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work in the school also have obligations to ensure safe work practices and shall comply with the contractor's policy including completion of an appropriate Job Safety Analysis (JSA) or Safe Work Method Statements (SWMS) prior to commencing work. This must be approved by the Principal or delegate.

At Kew Primary, contractors need to be:

- Suitably experienced to perform tasks;
- In possession of all necessary licenses, permits, registrations and insurances (workers' compensation and public liability) to perform the works safely and in compliance with the appropriate regulations;
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.
- Given a copy of the part 5 Asbestos Report.

Kew Primary has a list of contractors who regularly undertake maintenance or improvements.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in writing in the scope of works.

The duties of a contractor at the workplace relate only to matters which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment and undergo induction.

Prior to the commencement of work the contractor shall;

- Confirm with the Principal / Principal's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of their licences and permits
- Provide a copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure that all identified hazards are controlled as far as is reasonably practicable

Upon completion of work the contractor is expected to leave the work site free from hazards and that the site presents no risk of injury to any person who comes in contact with the site.

Evaluation:

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

This policy was ratified by School Council August 2016