OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY

Kew Primary School
Peel Street, KEW. 3101

Phone: 9853 8325      Email: kew.ps@edumail.vic.gov.au
Website: www.kewps.vic.edu.au
Kew Primary School is committed to providing a safe and healthy work environment for staff, students and contractors and to ensuring that visitors to our School’s workplace are not exposed to health and safety risks. The School will provide staff, students and contractors with appropriate guidance and training in the identification, assessment and control of hazards in the School workplace. Our School expects that staff, students and others will cooperate with established OHS protocols, take responsibility for their own actions and not put themselves or others at risk.

An Occupational Health and Safety Management System (OHSMS) will be implemented based on the systematic identification, assessment and control of hazards. Effective communication and consultation with changes form a fundamental part of this management process, encouraging innovative means of reducing risk in the work environment.

The School specifically recognises the need to ensure that:

- statutory requirements are fulfilled. In particular, the provisions of the relevant occupational health and safety legislation applicable to the School and its operations are satisfied, and all relevant codes of practice are adopted and accepted as the minimum School standard;

- adequate instruction is given to staff, students and contractors in safe working procedures and that they are informed of any hazard to their well-being and health which may be known to be associated with the work in which they are involved;

- plant and equipment are maintained in a safe condition and that all necessary personal protective devices are provided in workplaces; and

- procedures are established and control is maintained in the workplace over harmful substances, air pollution, noise and radiation (including the storage, use and disposal of harmful substances).

To achieve a safe and healthy environment, the School:

- is committed to consulting with staff in a meaningful and effective manner on OHS issues to enable each member of staff to contribute to decisions that may affect their health, safety and wellbeing at work;

- as a teaching institution with responsibilities to the wider community, is committed to providing its students with appropriate OHS instruction, practical guidance and role models;

- is responsible for providing a safe and healthy environment not only for its contractors, but also for visiting members of the public who come onto the School premises or are affected by the School’s activities;

- expects staff, students and contractors to cooperate and comply with its OHS policies, procedures and guidelines;

- requires all staff members, particularly those who supervise staff, contractors and/or students, to be familiar with their obligations under OHS and associated legislation, as it relates to their position, and take all steps within their power to meet those obligations;
• acts in accordance with its obligations under relevant legislation, codes of practice and recognised industry standards and aspires to best practices in OHS.

All School staff members, students and contractors are expected to:

• alert relevant members of staff and/or regulatory managers to OHS concerns;
• promptly report work related injuries and incidents, including near misses;
• participate in relevant OHS training;
• adopt and use safe work practices and equipment;
• cooperate with official OHS inspections, audits and investigations;
• accept and respond appropriately to OHS recommendations and advice;
• contribute to OHS consultation;
• not misuse or wilfully damage safety equipment, or put at risk the health, safety or wellbeing of others at work.

To the extent of his or her delegated authority, each staff member with management responsibility is also expected to:

• include OHS risk management on management meeting agendas, set appropriate OHS goals and allocate resources to promote OHS;
• actively identify, assess and control OHS risks with reference to guidelines and procedures;
• provide relevant OHS guidance and training (including OHS inductions), and the adoption of safe work practices.

Each contractor to the School has both a moral and legal responsibility for ensuring that his or her own work environment is conducive to best practise occupational health and safety by:

• reporting any hazards or incidents to manager/supervisor/teaching staff;
• taking action to avoid, eliminate or minimise hazards;
• complying with all occupational health and safety instructions, policies and procedures including contractor compliance management requirements;
• making proper use of all safety devices and personal protective equipment;
• complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
• not wilfully or negligently placing at risk the health and safety of any person at the School;
• seeking information or advice where necessary before carrying out new or unfamiliar work;

• maintaining dress standards appropriate for the work being done. Appropriate protective clothing and footwear must be worn at all times; and

• being familiar with emergency and evacuation procedures including the location of emergency equipment.

Policies, procedures and supporting guidelines on specific occupational health and safety issues, consistent with the principles set out in this general policy, will be issued as appropriate.

This Policy reflects the value the School places on its people by endeavouring to protect the health, safety and welfare of all members of its community.

Policy Approved By: Kew Primary School Staff

Date Approved: 24 April 2012

Date to be Reviewed: April 2014