Rationale:
- A healthy and safe working environment is vital for employees, students, contractors and visitors to the successful functioning of our school.
- Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To ensure a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:
- Occupational Health and Safety is a shared responsibility of all staff.
- The school will, as far as reasonably practicable, take action to improve and promote health, safety and wellbeing, and prevent injuries and illness.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- The school will have an Occupational Health and Safety team which will be responsible for the continuous improvement of health and safety management systems through the implementation and monitoring of those systems.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative and principal will conduct regular ‘walk through’ safety audits.
- The school will comply with all relevant health and safety legislation.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents will be investigated and reported.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DEET Occupational Health & Safety Unit.
- Health and Safety will be an agenda item at the Staff Meeting at the beginning of each term and on additional occasions as necessary.
- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee.

Ratified in 2012
The school will follow DEECD Consultation and Communication procedures Reference: ‘OHS Consultation and Communication Procedures’ Procedure No Dee EHU-03-2-4 issued 4/11/11 and ‘Issue Resolution Flowchart’ Procedure No DEE EHU-03-3-2 Issued 4/11/11

The school will manage contractors engaged by:

- ENSURING
  - Workers have appropriate Worker’s Compensation and Public Liability Insurance
  - Receive and Induction to the site including safety and behavioural expectations
  - Have Safe Work Method Statements (SWMS) relevant to the work being undertaken

- ACTING on Hazards identified by Contractors

- Acting on non-compliance of OHS procedures by contractors

- FOLLOWING ‘Contractor Management’ Procedure No DEE EHU 24-1-2 issued July 2011 by:
  - Maintaining an approved contractor list with documented Workers Compensation
  - Carrying out Contractor Induction according to a checklist

**Evaluation:**
Workplace safety standards are maintained at all times with a team approach to the prevention of accidents, injuries and disease in the workplace.
All will be for 3 year review unless otherwise stated.

**Reference:** ‘DEECD Occupational Health and Safety’ Procedure No DEE EHU-01-1-02 issued Feb 2011

Yellow moved from Evaluation
Suggest removing blue and replacing with green

Ratified in 2012