DANDENONG HIGH SCHOOL

OCCUPATIONAL HEALTH & SAFETY POLICY

**Policy Statement**
This Policy applies to all employees, students, visitors, volunteers and contractors at Dandenong High School and is readily accessible to all interested parties.

**Preamble**
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.

**Dandenong High School Commitment & Principles**
Dandenong High School is committed to providing employees, students, contractors and visitors with a healthy and safe environment.

Dandenong High School will so far as is reasonably practicable take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at workplaces.

**Dandenong High School is committed to:**
- Preventing accident, injury, illness and disease in the workplace
- Consulting and cooperating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives [HSRs] and employee representative organisations on OHS issues affecting them
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives
- Complying with all relevant health and safety legislation
- Allocating adequate resources to maintain healthy, safe and supportive workplaces
- To ensure that appropriate standards of workplace safety are maintained at all times
- To raise the profile of Occupational Health and Safety issued within the school
- To provide guidelines for the implementation of the Occupational Health and Safety Act 1985
- To create a team approach to health and safety issues

**Dandenong High School will meet its commitment to Health & Safety by:**
- Providing appropriate information and training for principals and staff to enable them to perform their OHS roles and responsibilities
- Holding all levels of management accountable for the health and safety of employees under their management
- Consistently applying OHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards
- Reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence
- Reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls
- Monitoring, reviewing and improving health, safety and wellbeing management systems

**Implementation Steps**
- Occupational Health and Safety is a shared responsibility of all employees and students
- An Occupational Health and Safety Committee will be established and will meet at least once per term
  - Members of this team to include:
    - Facilities Manager
    - Occupational Health & Safety Representative
    - Business Manager
First Aid Officer
A member of the Principal Class

- Designated Work Group [DWG] meetings will be held as required to deal with OHS issues. This group consists of:
  - Staff OHS representation
  - Facilities Manager
  - Administration OHS representation

- Occupational Health & Safety will form part of Dandenong High School’s Annual Report

- The school will provide qualified first aid personnel

- Professional development on Occupational Health & Safety issues will be included in the school Professional Development Plan

- Formal risk control processes, preventative maintenance programs and emergency management procedures will be implemented by the Facilities Manager

- First Aid Register will be kept at the Sick Bay. This will be collected monthly and any necessary items will be discussed at Occupational Health & Safety Committee meetings

- Hazard Alert Registers/near misses are located in General Office and the staff room. These will be checked weekly by the Assistant Principal and Facilities Manager and acted upon as deemed necessary to solve the problem. They will also be reported to the Occupational Health & Safety Committee meeting

- Emergency Management Plan exercises will be periodically carried out with consultation between the Facilities Manager and Assistant Principal including WorkCover – re incident notification

- Any major incident in the school will be reported to Occupational Health & Safety Committee meeting if it is within the scope or sphere of the Health & Safety Act

- Inspections of the workplace and grounds by the Assistant Principal and Occupational Health & Safety Representative, will take place once a term and reported to the committee at its next meeting

- These regular ‘walk through’ safety audits will cover the checklists contained in the Occupational Health & Safety Guidelines – Support Material for Schools document and draft reports for Occupational Health & Safety Committee to act upon

- Effective induction of new staff [teaching and non-teaching] will be the responsibility of the Teaching and Learning Coordinator

- Effective induction of casual relief teachers will be the responsibility of the Daily Organiser

- Liaison with the DEECD and other relevant providers will occur as necessary

- Issues relating to Occupational Health & Safety, 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 and adhered to

- The required number of first aid trained personnel will be maintained at all times

- All accidents and incidents will be investigated by the Assistant Principal and Occupational Health & Safety Representative and reported by the Occupational Health & Safety Representative to the Occupational Health & Safety Committee

- 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 Department of Employment, Education & Training Occupational Health & Safety Unit

Dandenong High School employees, visitors, volunteers and contractors are required to:

- Report hazards and incidents
- Participate in training
- Consult and cooperate with Dandenong High School on safety related matters
- Follow safety instructions and observe the wearing of personal protective equipment as required
- Students will be encouraged to report Occupational Health & Safety issues to develop a whole school safety culture

Resources Required

- School Council will provide funds to ensure that the staff elected workplace Occupational Health & Safety representative and the Facilities Manager, receives the appropriate training and accreditation
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health & Safety Standards.

School Council Endorsement Date:  18 September 2012