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**DANDENONG HIGH SCHOOL**

**RISK MANAGEMENT POLICY**

**Preamble**

Dandenong High School will work towards meeting the safety needs of our respective communities as effectively as possible. A systematic process of evaluation will provide information on which to base plans for improvement by reducing risk factors for accident.

**Purpose**

* To ensure that appropriated standards of workplace safety are maintained at all times
* To create a team approach to risk management and safety issues within our school
* To prevent accident, injuries and disease in the workplace

**Implementation**

This Policy is to be read in conjunction with the *Occupational Health & Safety Policy.*

* Dandenong High School will gather data on all injuries and this data will be investigated by Principal and Occupational Health & Safety representative who will take immediate action to avoid a recurrence if possible. These will be recorded using EDUSAFE. All reports will form a *Register of Injuries*. Routine workplace inspections will occur consistent with the school’s *Occupational Health & Safety Policy & DEECD Guidelines*
* The Occupational Health & Safety Committee will analyse all of the above data to ascertain accident patterns, identify risks, determine priorities, and in consultation with the community, develop a strategic plan to be implemented to eliminate or control all identified hazards. School Council or DEECD to fund the improvements required
* A strategic plan will be implemented with resources, responsibilities and timelines all being identified. A *Hazard Alert Register* will be developed and maintained. Where possible, all hazards will be eliminated, otherwise the risk will be reduced by means of changed work practices as a result of a Task Analysis, changed equipment, protective equipment, emergency planning, safety equipment etc. All staff are expected to bring to the attention of the Occupational Health & Safety representatives and maintenance staff, all concerns with possible Occupational Health & Safety issues immediately

**Evaluation:**

**An annual Occupational Health & Safety review will be conducted by the appointed representative in consultation with the Principal and the nominees from the Occupational Health & Safety Committee.**

**This Policy will be reviewed as part of the school’s three year review cycle.**

**School Council Endorsement Date 18th August 2015**