OCCUPATIONAL HEALTH AND SAFETY

Rationale:
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.

Aims:
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of Occupational Health and Safety (OHS) issues within the school.
- To create 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 principal will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- 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 a “walk through” safety audit using Work Safe Victoria checklists.
- 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 and adhered to.
- All accidents and incidents will be investigated and reported to the principal and other appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register will be adhered to and maintained. (Refer to OHS issue resolution flowchart.)
- WorkCover and rehabilitation issues are to be referred to the Principal as necessary.
- Victorian Work Safe Inspectors are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to Industrial Relations Catholic Education Melbourne (CEM) and the Parish Priest.

Evaluation:
- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal or after any serious incident.
- This policy will be reviewed as part of the school’s review cycle.