

Occupational Health & Safety (OHS)



Rationale:

Kingswood creates an enjoyable learning environment where students and staff can flourish and prosper. Kingswood Primary School recognises that health and safety is integral to achieving excellent educational and work performance outcomes; and is committed to providing its employees, students, contractors and visitors with a healthy and safe working and learning environment. This responsibility extends to all employees, students, parents, contractors and other visitors to the school

Aims:

- Ensuring a safe and healthy working and learning environment and as far as reasonably practicable, to take action to improve, prevent and minimise the likelihood of injuries and illness;
- Embedding health and safety principles in everything we do, to create strong awareness and understanding of health and safety matters across the school community
- Strive for an excellent health and safety performance
- Maintaining an occupational health and safety management system that complies with relevant legislation and Department guidelines and procedures

Implementation:

- Select and train an elected school representative as an accredited Occupational Health and Safety Representative
- Establish an Occupational Health and Safety Committee that will convene a minimum of one (1) meeting per school term to discuss relevant health and safety matters
- Establish and maintain a documented process of hazard identification, timely assessment, implementation and review of actions to control any exposure to injury or illness
- Continuously improve health and safety performance through regular school inspection audits, evaluation and implementation of improvements
- Promote the school's health and safety culture across the whole school, ensuring that everyone understands they are responsible for their own and others health and safety
- Consult with school representatives, so far as reasonably practicable, on health and safety decisions and changes that affect the workplace and learning environment
- Effective communication channels maintained to communicate health and safety matters to staff and students
- Allocating adequate resources to maintain a safe and healthy school environment, including the allocation of school budget towards occupational health and safety annually
- Provide timely training and information, enabling employees to have the knowledge, skills and competencies to work safely and make informed health and safety decisions
- Provide employees access to structured and specialised support services that support physical and psychological wellbeing
- Victorian WorkCover Inspectors are welcome at the school. Any resulting Improvement Notices or Prohibition Notices will be complied with and reported immediately to the Department's Occupational Health & Safety Unit

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OH&S Representative in consultation with the Principal and nominees from the OH&S committee
- The outcomes of this review will be included with the Environment & Facilities Sub Committee report to School Council

References:

<http://www.education.vic.gov.au/school/principals/management/Pages/ohspolicyplan.aspx>

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Review

This policy will be reviewed as part of the school's three-year review cycle.

Version	Edited By / Comments	Next Review
June 2011	P & C Committee	June 2014
June 2015	Environment & Facilities Sub-Committee	June 2018