



Occupational Health and Safety Policy

Rationale

Rosanna Golf Links Primary School recognises it has a responsibility to provide and maintain so far as it is reasonably practical, a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site. School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on Occupational Health and Safety (OHS) issues will be encouraged.

Guidelines

This policy is consistent with:

- The DET Mission Statement stipulating that schools provide a safe and appropriate teaching and learning environment for staff and students, as well ensuring that healthy and safe environment is maintained for all visitors and contractors.
- The school's legal obligations under the Victorian OHS Act 2004 and Common Law duty of care.

Aims

- Consultation with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- Reduction of OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- Compliance with relevant legislation, DET procedures and guidelines relating to OHS
- Provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- Strengthening of leadership capability and accountability for OHS at Rosanna Golf Links
- Maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of RGLPS
- Actively supporting the physical and psychological wellbeing of RGLPS employees by providing access to OHS advice and services
- Monitoring of, reporting and response to OHS performance outcomes to drive continuous improvement
- Allocation of adequate resources to maintain healthy, safe and supportive workplaces
- To provide appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- Reporting and investigation of incidents as appropriate while acting to prevent re-occurrence.

Responsibilities

DET employees, visitors, volunteers are contractors and are required to:

- Take reasonable care for their own OHS and act in a manner that does not put others at risk
- Actively contribute to identifying, reporting and reducing OHS hazards and risks
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures follow established safe working procedures
- Cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

(The Principal is the OHS management representative by default, however a management team member with appropriate seniority may be nominated by the Principal to act as the employer's OHS representative in an operational capacity (ie. OHS Co-ordinator) but the overall responsibility cannot be delegated. The nominated OHS management representative may not also act in the role of elected staff Health and Safety Representative (HSR).)

Actions

- Allocate the role of OHS Management Representative to a senior staff member
- Relevant OHS responsibilities will be included in all job descriptions and responsibilities to be publicised at least annually
- Encourage staff to elect a staff Health and Safety Representative (HSR)
- Provide the elected HSR with training and practical support to fulfill his/her role effectively (as stipulated in the OHS Act) and to be consulted on changes in the school which may affect staff health, safety or wellbeing
- OHS Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised.
- OHS considerations will be integrated into the financial and human resources practices of the school for example:
 - purchasing guidelines
 - facilities design, upgrades and maintenance
 - contractor management
 - staff welfare
 - professional development and induction procedures
 - staff allotment and timetabling
 - curriculum design
- Risk reduction will be a central goal of the school and the Risk Management program will aim to reduce both the frequency and severity of injury and illness arising from school activities through the implementation of:
 - Regular evaluation of compliance with relevant OHS legislation and DE&T directives
 - Formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices
 - Reporting and documenting of all injuries and incidents, including near misses
 - Investigation of accidents and recording of outcomes
 - Periodic analysis of records to identify incident patterns
 - Scheduled and documented preventative maintenance programs for plant and equipment
 - Provision of appropriate first aid facilities and trained personnel
 - Emergency management procedures which are documented, publicised and practised.
- A Return to Work Coordinator (RTW) will be nominated and given appropriate training
- RTW policy and procedures will be developed, documented and publicised
- Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year by the OHS Management Representative and the staff HSR
- Adequate resources will be provided to support this policy.

Review

This policy will be reviewed as part of the RGLPS review cycle.

References

This policy should be read in conjunction with:

- Bullying and harassment policy
- Grievances and complaints

Appendices

Calendar of OHS, located in P:\common\OHS\2015

RGLPS OHS CHECKLIST

M – Monthly

Q – Quarterly

A – Annually

AR – As required

What?		Who?		2015	
Ongoing					
OHS Included as agenda item	M	Leadership, Team Leaders			
Monitor OHS calendar of activities	M	HSR and OHS Reps			
Contractor Induction	AR	Principal			
OHS Induction for New Employees	AR	Principal			
Update OHS Training Planner/Register	AR	HSR and OHS Reps			
Review First Aid Summary Sheet	AR	First Aid Coord.			
February					

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Committee Meeting	Q	HSR and OHS Reps			
Review OHS Noticeboard	A	HSR and OHS Reps			
Set and monitor OHS Goals – Communicate goals to staff	A	HSR and OHS Reps			
Review OHS calendar items	Q	HSR and OHS Reps			
Review OHS Risk Register	A	HSR and OHS Reps			
Emergency Drill Practice	Q	Assistant Principal			
Update Asbestos Management Plan	A	Facilities Comm.			
OHS Induction for New Employees	A	Principal			
Review OHS Training Planner/Register	A	HSR and OHS Reps			
Review First Aid Summary Sheet	A	First Aid Coord.			
Inspect First Aid Kits for correct contents	Q	First Aid Coord.			
Review First Aid Risk Assessment	A	First Aid Coord.			
March					
Conduct Workplace Inspections	Q	HSR and OHS Reps			
Visual Inspection of Asbestos	Q	HSR and OHS Reps			

April					
Set and monitor OHS Goals – Review Progress	Q	HSR and OHS Reps			
Arborist conducts tree integrity audit	A	Facilities/Contractor			
Schedule Audiometric testing	2Y	Contractor			
May					
Committee Meeting	Q	HSR and OHS Reps			
Review OHS calendar items	Q	HSR and OHS Reps			
Emergency Drill Practice	Q	Assistant Principal			
Inspect First Aid Kits for correct contents	Q	First Aid Coord.			
June					
Conduct Workplace Inspections	Q	HSR and OHS Reps			
Visual Inspection of Asbestos	Q	HSR and OHS Reps			
July					
Set and monitor OHS Goals – Review Progress	Q	HSR and OHS Reps			
Electrical Testing and Tagging	A	Facilities/Contractor			
Review Risk Management and SWP	2Y	HSR and OHS Reps			

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Review Chemical Register	A	HSR and OHS Reps			
Review Traffic Management Plan	A	HSR and OHS Reps			
Shade Sail Audit	3Y	Facilities/Contractor			
Playground/Basketball Ring Audit	A	Facilities/Contractor			
August					
Committee Meeting	Q	HSR and OHS Reps			
Review OHS calendar items	Q	HSR and OHS Reps			
Emergency Drill Practice	Q	Assistant Principal			
Inspect First Aid Kits for correct contents	Q	First Aid Coord.			
Review Essential Services List on School Maintenance System	A	First Aid Coord.			
September					
Conduct Workplace Inspections	Q	HSR and OHS Reps			
Electrical Testing and Tagging	A	Contractor			
Visual Inspection of Asbestos	Q	HSR and OHS Reps			
Conduct/Review OHSMS Self Evaluation Tool	A	HSR and OHS Reps			

October					
Set and monitor OHS Goals – Set Goals	Q	HSR and OHS Reps			
Update approved contractor list	A	Principal			
November					
Committee Meeting	Q	HSR and OHS Reps			
Review OHS calendar items	Q	HSR and OHS Reps			
Emergency Drill Practice	Q	Assistant Principal			
Inspect First Aid Kits for correct contents	Q	First Aid Coord.			
Review Emergency Management Plan	A	Principal/Assistant Principal			
Review Schools Asset Management System	A	Principal			
December					
Set and monitor OHS Goals – Review Progress	Q	HSR and OHS Reps			
Conduct Workplace Inspections	Q	HSR and OHS Reps			
Visual Inspection of Asbestos	Q	HSR and OHS Reps			

