



### **Rationale:**

- To create and maintain a healthy and safe working environment.
- To create a team approach to health and safety issues.
- To remain a compliant workplace.

### **Aims:**

This policy recognises that the Health and Safety of all employees within Coburn Primary School is the responsibility of not just the Principal as workplace manager but also the staff themselves. It also addresses the statutory requirements as set out in the OH&S Act 2004 under Section 21, "Duties of Employers". In filling this responsibility the administration has a duty to provide and maintain so far as practicable, a working environment that is safe and without risks to health. This includes:

- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storing and transport of equipment and substances;
- maintaining the work place in a safe and healthy condition;
- providing adequate facilities to protect the welfare of all employees and students;
- providing information, training and supervision for all employees enabling them to work in a safe and healthy manner
- providing regular consultation processes with employees to ensure that the policy operates effectively;
- providing training and support;
- providing role descriptions and details of safety duties of management at all levels.

### **Implementation:**

Recognising the hazards occurring in the education industry and with specific reference to Coburn Primary School, the school administration will take every practicable step to provide and maintain a safe and healthy work environment for all employees. To this end:

#### **1. Management:**

- is responsible for the school's health and safety policy.
- must observe, implement and fulfil its responsibilities under the acts and regulations that apply within the state.
- provide process and consultation with a properly formed OH&S Committee.
- must ensure that all specific policies operating within the school including Emergency Management, purchase and storage of dangerous goods, induction and training, noise, first aid and systems of work are periodically reviewed and consistent with school health and safety objectives.
- must provide information, training and supervision for all employees in the correct use of equipment and substances used within the school.
- must be informed of incidents and accidents occurring on the school grounds or to school employees so that the health and safety performance can be accurately recorded and gauged and acted upon through Edusafe Investigations and Action Plans.
- OH&S Issue procedures will be clearly established.
- the school will ensure there are qualified first aid personnel (sufficient numbers of qualified First Aid Personnel as determined by school needs).
- provide formal hazard identification and preventative maintenance programs.

- will provide copies of this policy to school visitors, members of the public, contractors working on site, as appropriate.

## **2. Employees**

- have a duty of care of which they are capable for their own health and safety and of others affected by their actions at work
- should comply with the safety procedures and directions agreed between management and employees with nominated or elected health and safety functions
- must not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of other employees
- must in accordance with agreed school procedures for accident and incident reporting, report potential and actual hazards to their elected Health and Safety Representative.
- An OH&S. Committee will be formed annually and comply with Departmental guidelines

### **Evaluation:**

This policy will be reviewed in the light of legislative and school changes. The management of Coburn Primary School seeks the cooperation of all employees in implementing this policy. All employees will be advised, in writing, of agreed changes to this policy and arrangements for their implementation.

### **Resources:**

Professional development will be provided to train members of OH&S Committee if required. Funds will be available as part of the Minor Works and Maintenance Budgets.