



OCCUPATIONAL HEALTH & SAFETY POLICY

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1. Aim:

- To create a healthy and safe working environment
- To create a team approach to health and safety.

2. General Statements of Policy

- 2.1 Health & Safety of all staff and students is the responsibility of the Principal. In fulfilling this responsibility, the Principal has a duty to provide and maintain so far as practicable a working environment that is safe and without risks to health.
- 2.2 That in fulfilling the objectives of this policy, the council is committed to regular consultation with staff to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.
- 2.2 To create awareness that health and safety is the responsibility of all employees and students.
- 2.3 That staff have a duty to take the care of which they are capable for their own health and safety and of others affected by their actions at work.
- 2.4 Workcover and rehabilitation are the responsibility of the principal.
- 2.5 Positive leadership in the implementation of this policy is essential for its success.
- 2.6 All members of the college community should be made familiar with the contents of the OH&S Act.
- 2.7 Adequate resources will be provided to support this policy.
- 2.8 The profile of health and safety must be raised within the college.
- 2.9 Regulations relating to correct use of equipment, plant and substances will be adhered to.

3. Implementation

Recognising the hazards occurring in schools, Sebastopol Secondary College Council will take every practicable step to provide and maintain a safe and healthy work environment for all staff. To this end:-

- 3.1 The College will allocate an annual allowance for the position of OH&S coordinator.
- 3.2 All job profiles will include mention of OH&S.
- 3.3 A council Occupational Health, Safety and Staff Welfare Committee will be developed to work with the coordinator and council to plan, implement and oversee this policy and other matters related to staff welfare.
Membership of this committee will include:-
 - Principal
 - Business Manger - acting as secretary
 - College Council nominated representative
 - Elected OH&S staff representative
 - OH&S Coordinator
- 3.4 OH&S will form part of the College Council Annual Report.
- 3.5 A program Budget will be provided for approval of the Finance Committee for the OH&S Coordinator.
- 3.6 The College will maintain the required number of first aide qualified personnel on site.
- 3.7 Professional Development on OH&S issues will be presented as part of the college professional development plan.
- 3.8 Formal health hazard identification, preventive maintenance programs and emergency management procedures will be implemented. Staff will comply with safety procedures and directions agreed between the administration and staff with nominated or elected health and safety functions.

- 3.9 A formal process for reporting, recording and investigating incidents will be followed as well as reporting of potential or actual hazards. Staff must, in accordance with agreed college procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representative.
- 3.10 OH&S issue resolution procedures will be clearly established.
- 3.11 Effective induction of new staff (teaching and non-teaching) will be the responsibility of the staff development coordinator.

4.0 Position Profile - Occupational Health & Safety Coordinator

In addition to implementing the legislation which requires a safe and healthy workplace, the role of the OH&S coordinator will be to:-

- 4.1 Provide support to the Principal with respect to maintaining a safe and healthy workplace for employees and students. (This means the physical surroundings must be considered as well as the overall morale and welfare of staff).
- 4.2 Ensure that effective preventative action is taken to control workplace hazards.
- 4.3 Act as coordinator of the OHS and Welfare committee.
- 4.4 Ensure all staff within the college are fully aware of all OH&S matters.
- 4.5 Carry out regular inspections of the college site and maintain a record of inspections.
- 4.6 Ensure that appropriate records are established and maintained within the college.
- 4.7 Ensure that all policies and position profiles make mention of OH&S where appropriate.
- 4.8 Liaise with local authorities regarding emergency procedures.
- 4.9 Liaise with the Buildings and Grounds committee and assist in the preparation of the College programmed maintenance plan.
- 4.10 Prepare a program budget for consideration by the Finance Committee.
- 4.11 Prepare an annual Report for the College Council.
- 4.12 Undertake a review of this position profile.

5.0 Staff Welfare

The effectiveness of a school is directly related to the dedication and commitment of its staff. Their welfare and well being are a major concern to this College Council.

- 5.1 The staff should be seen as individual parts of a cohesive team striving towards common goals.
- 5.2 The support care and guidance of staff should be a major task for the College Principal and College Council.
- 5.3 The principal should liaise with the OH&S coordinator to ensure that OH&S Workcover requirements are met.
- 5.4 There should be sufficient resources provided to allow staff to be most effective.
- 5.5 All staff should feel part of and be supported by a sympathetic and encouraging administration.
- 5.6 There should be an opportunity for all staff to put forward their ideas and opinions on all issues affecting the operation of the college and to feel those ideas are valued.
- 5.7 The professional development of staff should be seen as a continuous process requiring attendance at formal functions and through the provision of informal exchange of ideas, talents and resources between staff and also other schools and centres as appropriate.
- 5.8 All staff shall be encouraged to view "whole college development" or the "big picture" as a common goal.

6.0 Review of this Policy

The College Council will seek cooperation from all staff in realising these health and safety objectives and creating a safe and healthy work environment. Consequently the policy will be regularly reviewed in the light of legislative and college changes.

All staff will be advised of agreed changes, in writing and arrangements for their implementation.

Evaluation:

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

This policy was last ratified by School Council on....

February 2007