

OCCUPATIONAL HEALTH & SAFETY POLICY Lakeview Senior College

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our college. 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 issued within the college.
- 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 the College Council and all staff.
- An Occupational Health and Safety Committee will be established and it will meet at least monthly consistent with an OHS Committee [Charter](#) that it develops. At least one Occupational Health and Safety Representative (OHSR) will be elected by staff. The OHSR and the principal's representative will be members of the OHS committee.
- College Council will provide funds to ensure that the appointed workplace OHSR receives the appropriate training and accreditation.
- The OHS committee will establish and conduct an annual [OHS Activities Calendar](#) of mandated and situational OH&S requirements including communication of OHS policy with staff, walk-through audits, workplace and first aid inspections, policy and first aid reviews, emergency drills, electrical tag and testing programs, and training programs etc.
- The OHS committee will establish an [OHS Risk Register](#) to record identified workplace risks, control procedures that put in place to control registered risks, reviews of the effectiveness of risks and future control actions.
- The OHS committee will communicate openly and freely with all staff. This will include the establishment of an OHS notice-board in the staffroom that will include all minutes of OHS meetings, newsletters, our [Agreed OHS Issue Resolution Process](#), names and contacts of all OHS committee members, our Consultation and Communication policy, our current [First Aid Summary Sheet](#), our Risk Management and Occupational Rehabilitation Program Statement, the [eduSafe Reporting Poster](#), our OHS Activities Calendar, the Workcover ['If You Are Injured' poster](#) and our Emergency Plan.
- OHS matters will regularly form part of general staff meeting agendas/briefing.
- The OHSR and principal's representative and appropriate others will conduct regular 'walk through' safety audits and inspections using appropriate [Workplace Inspection Checklists](#) and reports will be agendaed for OH&S committee to consider and act upon.
- Monthly OHS committee meetings will also include reviews and updates of the OHS Activities Calendar, reviews of any incidents or hazards reported by staff, and any new training that is required.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S committee safety audits, inspections, initiatives or programs can be fully investigated, planned and implemented as appropriate.
- Issues relating to OHS, for example building works being conducted at the college will be communicated to all staff via staff meetings, 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.

- The required number of first aid trained personnel and first aid equipment will be maintained at all times.
- All accidents and incidents and near misses will be investigated and reported to the OHS committee and any other authorities as appropriate.
- A formal process of reporting, recording and investigating risks and incidents, including a First Aid Register and an OHS Risk Register, will be well known, adhered to and maintained. All employees may raise OHS concerns directly with the OHSR or principal or principal's representative any OHS committee member at any time.
- WorkSafe authority field officers are welcome at our college. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Department of Education Occupational Health & Safety Unit as required.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal's representative and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to College Council and the community.

This policy was last ratified by College Council in....

To Be Revised Dec 2012

Sept 2012