

1.0 PURPOSE OF THIS POLICY

- 1.1 To provide a safe and healthy environment.
- 1.2 To maintain standards set by government awards and regulations. See Appendix

2.0 PRINCIPLES

- 2.1 Facilities should be regularly inspected and maintained in a safe condition.
- 2.2 Practices leading to a healthy life style should be encouraged across the school community.
- 2.3 The school community should have comprehensive, effective emergency management plans.
- 2.4 First aid should be readily available throughout the school.
- 2.5 The school community should be familiar with emergency management plan procedures as published and presented annually.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

- 3.1 The whole site will be inspected and documented once a term by the Principal (or nominee) and OHS representatives for maintenance, and appropriate action initiated.
- 3.2 The relevant Occupation Health and Safety legislation will be referred to in determining OHS roles and responsibilities.
- 3.3 The Principal will have primary responsibility for providing and monitoring a safe and healthy workplace.
- 3.4. An OHS representative will be elected by the staff to monitor and report on the needs of the school in relation to this policy.
- 3.5 School Council will be regularly informed of the needs of the school in relation to this policy.
- 3.6 School Emergency Management Plan Procedures will be available to community members through the Community Library
- 3.7 Displays of evacuation and emergency procedures will be available in locations around the school
- 3.8 A welfare plan will be implemented with staff in line with DET requirements.
- 3.9 A qualified adult will be on duty as First Aid Officer during school hours.
- 3.10 Emergency evacuation drills will be implemented at least once per term.
- 3.11 Employees are encouraged to follow Sunsmart Policy guidelines.
- 3.12 All students and staff will be required to wear appropriate clothing and footwear where potentially hazardous materials are present or practices occur that may expose them to risk of physical injury.
- 3.13 An OH&S display will be available in the staff area
- 3.14 All subschool meetings will agenda OH & S for staff notification

APPENDIX: DET POLICY DOCUMENT

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

DET Occupational Health and Safety (OHS) Commitment and Principles:

Timboon P-12 School

Occupational Health and Safety

POLICY

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Policy Objectives:

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying 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 leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.

DET employees, visitors, volunteers and contractors 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
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

Gill Callister
Secretary

5/5/2015