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.

3.0 HOW THIS POLICY WILL BE PUT INTO PRACTICE

3.1 The whole site will be inspected 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 The Environment subcommittees of 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 for staff.
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:
DEECD Occupation Health & Safety Policy
Scope:
This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Early Childhood Development (DEECD) schools and offices and is readily accessible to all interested parties.

Reviewed June 2014 Approved by School Council Sep 2014
DEECD OHS Commitment and Principles:
DEECD is committed to providing employees, students, contractors and visitors with a healthy and safe environment.
DEECD will so far as is reasonably practicable take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at all DEECD workplaces.
DEECD is committed to:
- preventing injury and illness occurring in DEECD workplaces;
- consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives (HSR) and employee representative organisations on OHS issues affecting them;
- achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives;
- complying with all relevant health and safety legislation; and
- allocating adequate resources to maintain healthy, safe and supportive workplaces.
DEECD will meet its commitment to Health & Safety by:
- providing appropriate information and training for principals/managers (including senior management and regional personnel) and employees to enable them to perform their OHS roles and responsibilities;
- holding all levels of management accountable for the health & safety of employees under their management;
- consistently applying DEECD OHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards;
- reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence;
- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and
- monitoring, reviewing and improving health, safety and wellbeing management systems.
DEECD employees, visitors, volunteers and contractors are required to:
- report hazards and incidents;
- participate in training;
- consult and cooperate with DEECD on safety related matters; and
- follow safety instructions and observe the wearing of personal protective equipment as required.
Richard Bolt
Secretary
19 January 2012

Reviewed June 2014 Approved by School Council Sep 2014