



## KALINDA PRIMARY SCHOOL

**Policy: OCCUPATIONAL HEALTH AND SAFETY**

**Reviewed: 2004**

### **RATIONALE**

To secure a safe and healthy work environment.  
To create a team approach to health and safety issues.

### **RESPONSIBILITY**

This policy recognises that the health and safety of all employees and students within Kalinda Primary School is the responsibility of the Principal. In fulfilling this responsibility, the principal has a duty to provide and maintain so far as is practicable a working environment that is safe and without risk to health.

**Principal's Responsibilities** under OHS ACT 1985 include:

- maintaining safe systems of work;
- safe use, handling and storage of chemical substances;
- employing or engaging suitably qualified person/s to provide specific advice regarding health and safety;
- providing adequate facilities to protect the welfare of all employees and students;
- providing adequate information, instruction, training and supervision to employees enabling them to work in a safe and healthy manner;
- monitoring conditions in the workplace regularly.

The principal is responsible for the implementation and monitoring of this policy. Management at all levels will have Health and Safety duties. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

### **Management's Role**

- is responsible for the effective implementation of the school's health and safety policy;
- must observe, implement and fulfil its responsibilities under the acts and regulations that apply within the state;
- must ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety functions are followed;
- must ensure that all specific policies operating within this school are periodically revised and are consistent with school health and safety objectives;
- must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school;
- must be informed of incidents and accidents occurring on the school premises or to school employees so that health and safety performance can be accurately gauged.

### **Representative's Role**

- Provide support to the Principal; acting as a co-ordinator for Occupational Health and Safety
- Ensure that preventative action is taken to control workplace hazards
- Ensure that all staff are aware of relevant Occupational Health and Safety matters
- Carry out regular inspections
- Involve staff in inspections processes
- Maintain a log of all outstanding Occupational Health and Safety for Building and Grounds Sub Committee

### **Employees**

- 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 of work;
- should comply with the safety procedures and directions agreed between management and employees with elected health and safety functions;
- must not interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students;
- must, in accordance with agreed school procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives.

### **Review of Policy**

Management will seek cooperation from all employees in realising these health and safety objectives and creating a safe work environment. Consequently the policy will be regularly reviewed in the light of legislative and school changes.

This policy was ratified at School Council on 19/10/04