

KEW EAST PRIMARY SCHOOL

OCCUPATIONAL HEALTH & SAFETY POLICY

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PURPOSE

- Kew East Primary School (KEPS) is committed to providing employees, students, contractors, volunteers and visitors with a healthy and safe environment.

POLICY STATEMENT

- The Department of Education (DET) is committed to:
 - preventing injury and illness occurring in DET workplaces;
 - consulting and cooperating with employees on health, safety and wellbeing issues, directly, as well as through their Health and Safety Representatives (HSRs) and employee representative organisations on OH&S 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; and
 - complying with all relevant health and safety legislation; and allocating adequate resources to maintain healthy, safe and supportive workplaces.
- DET 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 OH&S roles and responsibilities;
 - holding all levels of management accountable for the health & safety of employees under their management;
 - consistently apply DET OHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards; and
 - DET 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 DET workplaces
- This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education schools and offices and is readily accessible to all interested parties.
- Staff and contractors will be inducted with an OH&S information kit, including a copy of the Child Safe Statement of Commitment and Child Safe Code of Conduct.
- The selection, implementation and review of risk controls; and monitoring, reviewing and improving health, safety and wellbeing management systems will be continuously implemented.

DOCUMENTS IN SUPPORT OF THIS POLICY

- DET Occupational Health and Safety Policy, 2015
- Occupational Health and Management System (OHSMS) Implementation Guide, 2009
- DET Education and Training Reform Act 2006, Ministerial Order 870-Child Safe Standards – Managing the Risk of Child Abuse in Schools
- KEPS Emergency Management Plan
- Outside Hours School Care Emergency Management Plan
- OH&S Activities Calendar
- KEPS Risk Register.

POLICY IMPLEMENTATION

- An OH&S Representative will be appointed from the school staff.
- The appointed OH&S Representative will be provided with training and practical support to fulfill their role effectively and will be consulted on changed in the school which may affect staff health, safety or wellbeing.
- The OH&S staff representative and the principal will be responsible for developing an OHS Issue Resolution Flow Chart. This flow chart will be endorsed by staff for approval and will be displayed on the OH&S notice board in the staff room in A3 format.

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- The workplace nominee OH&S is the principal.
- The OH&S activities calendar will be updated and displayed annually to indicate inspections or actions relating to: emergency management plan drills, electrical equipment testing and tagging, update of the chemical register, playground audits, induction of new employees, approved contractor list, approved first aid kit contents and checklist, update first aid training as required.
- All accidents and incidences will be reported, recorded on CASES21 or eduSafe and investigated with actions taken to prevent re-occurrence. The principal will report any serious incident to School Council in the Principal's School Council report.
- A documented process of hazard identification will be undertaken annually to reduce health, safety and wellbeing risks.
- KEPS employees, visitors, volunteers and contractors are required to report hazards and incidents, participate in training, consult and cooperate with DET on safety related matters, follow safety instructions and observe the wearing of personal protective equipment as required.
- To ensure safe manual handling practices are followed, staff are encouraged to use trolleys and/or to seek assistance when lifting heavy objects.
- Notification will be made to the whole school community of any infectious diseases.
- All staff must sign in and out and state the reason if leaving the school premises during the school day.
- All visitors and contractors must sign in and out at the office stating the purpose of their visit.
- OH&S issue resolution procedures have been developed in consultation with staff and these are documented and publicised in accordance with the OH&S Regulations and are placed on the staff OH&S notice board.
- All staff will have access to emergency management plans and procedures. These are on display on the OH&S notice board in the staffroom, office and all rooms throughout the school.
- The sick bay is staffed on a daily basis from 10:40am to 2:30pm by employees who are Level 2 First Aid trained.
- Sufficient staff are trained in First Aid Level 2 every 3 years and CPR annually to ensure that there are adequately trained staff in case of any emergency that arises at school, on an excursion or camp.
- All staff who have a duty of care to students will be trained in Asthma every 3 years.
- The KEPS Child Safe Statement of Commitment and the KEPS Child Safe Code of Conduct must be adhered to.
- Any school staff who conducts classes with students with a medical condition that relates to an allergy and the potential for an anaphylactic reaction, must complete an anaphylaxis management training course every three years and participate in a briefing twice per calendar year with the first one to be held at the beginning of a school year. Any further staff identified by the principal will also undertake this anaphylaxis training.

EVALUATION

This policy will be reviewed in accordance with School Council Policy schedule or at the discretion of School Council.

Program Area:
Management

Effective Date:
November 2016

Next Review:
2020