



OCCUPATIONAL HEALTH & SAFETY

Policy

AIM:

To create a healthy and safe working environment, through a team approach.

GUIDELINES:

1. The Principal is ultimately responsible for the health and safety of all employees and students at Epping Views Primary School. - The Principal's responsibilities will include: -
 - Providing & maintaining safe equipment / environment and systems of work;
 - Safe use, handling & storage of equipment and substances;
 - Maintaining the workplace in a safe and healthy condition;
 - Providing adequate facilities to protect the welfare of all employees & students;
 - Providing information, training and supervision for all employees, enabling them to work in a safe and healthy manner.
2. Staff will nominate / elect an Occupational Health & Safety (OH&S) representative, who can liaise with the Principal, to ensure that OH&S issues are addressed.
3. School Council and its Buildings & Grounds Sub-committee will endeavour to ensure that the workplace is maintained in a healthy and safe condition.
4. A formal process for reporting, recording and investigation of incidents will be completed as well as reporting potential or actual hazards. NB. LE 375 forms.
5. The Principal, OH&S representative, and Buildings & Grounds Sub-committee members - will undertake regular inspections of the workplace to ensure a healthy & safe working environment.
6. The Principal and the Emergency Management Co-ordinator will co-ordinate Emergency Management procedures.
7. Staff have a 'duty of care' which makes them responsible for their own health and safety, and also of others - affected by their actions of work.
8. The professional development of staff re OH&S should be seen as a continuous process requiring attendance at relevant in-services - and through the provision of informal exchanges of ideas, talents and resources between staff, and also with other schools and work places as appropriate.
9. The Principal and School Council must ensure that there are sufficient resources to address OH&S issues.