

<b>Streeton Primary School Policy Manual</b>	<b>700 Management Policies 721 Occupational Health &amp; Safety</b>	Page: 1 of 1 Issue No: 1.1 Date: 2018
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## 1.0 VISION

- awareness that health and safety is the responsibility of all employees and students
- a successful team approach to Health and Safety issues
- provision of a safe working environment

## 2.0 GUIDELINES

- 2.1 A risk minimisation strategy will be employed.
- 2.2 All members of the school community should be made familiar with the contents of the Occupational Health and Safety Act.
- 2.3 Every effort will be made to comply with OHS related legislation and D.E.T. related guidelines.
- 2.4 An Occupational Health and Safety coordinator will be appointed. A job description will be produced for this role.
- 2.5 The school will provide at least one staff member currently qualified in first aid in accordance with OH&S guidelines.
- 2.6 Consideration of professional development on Occupational Health and Safety issues will be part of the Professional Development plan.
- 2.7 Staff have the responsibility to follow established safe working procedures.
- 2.8 A formal process for reporting, recording, investigating and responding to hazards, accidents, incidents and near misses will be followed.
- 2.9 The Facilities committee annual audit will include consideration of health and safety.
- 2.10 Written records on all OHS activities undertaken will be maintained.
- 2.11 A School Emergency Management Plan will be revised annually.  
Liaison with the DET and other relevant providers will occur as needed.
- 2.12 The Student Conduct Code will take health and safety requirements into account.
- 2.13 Rehabilitation and return to work will follow WorkCover guidelines. That is, the school will play its part in ensuring the rehabilitation process is commenced as soon as possible after an injury and in a manner consistent with medical judgement. WorkCover and Rehabilitation will be the responsibility of the Principal.

## 3.0 REVIEW

Will be reviewed as part of the School's Policy Review cycle or immediately following DET changes