

# CLARINDA PRIMARY SCHOOL

## **Clarinda Primary School Occupational Health and Safety (OHS) Policy**



### **Scope:**

This policy applies to all employees, students, visitors, volunteers and contractors in Clarinda Primary school and offices and is available for viewing by all interested parties.

### **Clarinda Primary School OHS Commitment and Principles:**

Clarinda Primary School is committed to providing employees, students, contractors and visitors with a healthy and safe environment which is vital to the successful functioning of the school. The promotion and maintenance of this environment is a responsibility shared by all.

Clarinda Primary School will so far as is reasonably practicable, take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses within our school and whilst personnel are involved in excursions and camps.

### **Clarinda Primary School is committed to:**

- creating a team approach to preventing accidents, injury and illness occurring in our workplaces
- consulting and co-operating with Staff on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives (HSRs)
- ensure continuous monitoring and maintenance of health and safety management systems and initiatives
- complying with all relevant health and safety legislation
- allocating adequate resources to maintain the appropriate standard for a healthy, safe and supportive workplace

### **Clarinda Primary School will meet its commitment to Health & Safety by:**

- ensuring that OHS is a shared responsibility of School Council and Staff
- providing appropriate information and training for principals, OHS representatives 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 and Clarinda Primary School 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
- maintaining OHS as a regular agenda item at Staff meetings
- ensuring the Principal and OHS Representative conduct a regular "walk through" safety audit once a term

- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls
- monitoring and reviewing health, safety and wellbeing management systems
- notifying Staff of issues relating to OHS, e.g. building works conducted at the school, through the daily bulletin and by public address system announcements
- maintaining a formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register. The Staff will be trained in the use of eduSafe to self-report incidents, injuries, near-misses and hazards.
- providing effective induction of new Staff (teaching and non-teaching)

## **Evaluation**

We have a commitment to an ongoing process.

Evaluation will be based on the results of the “walk through” audit, and issues arising from the First Aid and Hazard Alert Registers and appropriate measures will be taken to correct hazards or prevent occurrence of incidents.