

OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY

Rationale:

A healthy and safe working environment is vital to the successful functioning of OLSH College. Promotion and maintenance of a safe working environment is a responsibility shared by all. Our policy informs employees, visitors and other relevant parties that OHS is an integral part of all our operations.

Aims:

The purpose of the OHS policy is to

- provide a safe and healthy workplace to employees, students, visitors, contractors and other parties
- prevent accident, injuries and disease in the workplace
- ensure that appropriate standards of workplace safety are maintained at all times
- raise the profile of OHS issues within the College
- create a team approach to health, safety and wellbeing issues
- achieve continuous improvement and ensure compliance with all relevant health and safety legislation
- resolve any OHS issues by following the College's OHS Issue Resolution procedure

Implementation:

OHS is a shared responsibility of the College Board and all employees, contractors, sub-contractors, visitors and other relevant parties

Employees, contractors and sub-contractors are responsible for:

- fulfilling their duties under OHS legislation including acting in a safe manner, taking reasonable care of their own health and safety and that of others. This includes actions or omissions and compliance with the safety procedures and the directions of the College
- not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students
- acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or her representative

Other parties are responsible for fulfilling their duties under OHS legislation and acting in a safe manner

Our College will:

- use OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria
- ensure that the appointed workplace OHS representative is accredited
- establish and maintain an OHS Committee which will meet at least once per term
- maintain the required number of first aid trained personnel at all times
- maintain, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health
- provide adequate resourcing to ensure that control plans and recommendations resulting from the OHS safety audits can be fully investigated and implemented
- provide adequate facilities for the welfare of all employees and students
- provide information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner
- provide and maintain safe plant and systems of work
- communicate issues relating to OHS, for example building works being conducted at the college, to all employees
- communicate procedures relating to the correct use of equipment and substances to all employees and ensure these procedures are adhered to
- investigate and report to the Principal/Principal's delegate and other appropriate authorities all accidents and incidents and near misses
- refer all WorkSafe Victoria and rehabilitation issues to the Principal or Return to Work Coordinator as necessary
- ensure that a formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, is well known, adhered to and maintained

The OHS representative and Principal/Principal's delegate will conduct regular 'walk through' safety audits and inspections using appropriate checklists and draft reports for OHS Committee to consider and act upon

All employees may raise OHS concerns directly with the OHS representative or Principal/Principal's delegate at any time

WorkSafe Victoria field officers are welcome at our college. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the OLSH College Board

Evaluation and Review:

An annual OHS review will be conducted by the appointed representative in consultation with the Principal and nominees from the OHS Committee or after any serious incident

The outcomes of this review will be included within the annual report to the College Board

This policy will be reviewed in year four of the School Improvement Framework cycle



Responsibility:	Principal and College Board Policy Committee
Reviewed and revised	June 2017, April 2022
Next review date:	September 2026