

OCCUPATIONAL HEALTH AND SAFETY

PURPOSE

A healthy and safe working environment is vital to the successful functioning of Saltwater 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.

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 Saltwater 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 Saltwater College's OHS Issue Resolution procedure.

POLICY

OHS is a shared responsibility of the Saltwater College 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 affected by their actions or omissions and complying with the safety procedures and directions of Saltwater 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 Assistant Principal
- Other parties are responsible for fulfilling their duties under OHS legislation and acting in a safe manner
- Saltwater 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 as required
- 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, Assistant Principal and other appropriate authorities all accidents and incidents and near misses
- refer all WorkCover 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, Principal and Assistant Principal 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, Principal or Assistant Principal at any time
- Victorian WorkCover Authority field officers are welcome at Saltwater College. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the OHS College Team.

FURTHER INFORMATION AND RESOURCES

<https://www.education.vic.gov.au/hrweb/safetyhw/pages/ohsmgtsystem.aspx>

REVIEW CYCLE

This policy was last updated on May 2021 and is scheduled for review in May 2024.