Condell Park High School OHS Policy

Aim

The aim of this policy is to ensure that the workplace is safe for all employees, students, parents, visitors and contractors.

Context

This policy commits this school to the Department’s OHS policies:
- Occupational Health and Safety, 2000
- Injury Management, 2000

The Occupational Health and Safety Act 1983 requires that workplaces are safe. All staff members, especially those in executive positions, have a responsibility to ensure the safety of themselves and others in the workplace. To do this, hazards will be identified, assessed and controlled.

The Act requires that the employer or representative must:
- identify the hazards in the workplace and assess their danger;
- eliminate or control hazards so that people are kept safe;
- ensure that machinery, equipment and tools are maintained and used safely;
- train staff in safe work practices;
- ensure that safety data sheets are available for every chemical in the workplace; and
- label all chemicals and other substances which could cause ill health and injury and ensure that they are listed on a register.

Occupational health and safety committee

The OHS committee will try to reach consensus on all aspects of the school’s OHS policy and program. To this end, each committee meeting will be attended by the principal, who as the employer’s representative, has the necessary power to authorise action in response to the committee’s recommendations.

Specific responsibilities for executive staff

- Each executive is required to ensure that this policy and the OHS program are implemented effectively in their areas of control and support staff to meet their specific responsibilities.

More specifically, executives are accountable for:
- detecting unsafe or unhealthy conditions or behaviour;
- taking prompt remedial action to eliminate unsafe or unhealthy conditions or behaviour; and
- promptly reporting significant matters for remedial action to the principal developing guidelines for safe work practices in each faculty, office or department. (These guidelines will include work practices as well as safe handling of chemicals and equipment, and requirements for the use of personal protective equipment. They will be issued to each employee and displayed in the workplace.)

Specific responsibilities for teaching staff and other employees

All permanent and casual staff members are required to support the OHS policy and programs to ensure their own health and safety and the health and the safety of others in the workplace.

Specific responsibilities for contractors

All contractors and sub-contractors engaged to perform work on the school premises are required, as part of their contract, to comply with the OHS policies, procedures and programs of
the workplace. They are required to observe directions on OHS from designated members of staff.

**Occupational health and safety program**

In order to implement the general provisions of this policy, a program of activities and procedures will be developed, reviewed and implemented. The program will relate to all aspects of OHS including:

- duties of the principal;
- duties of supervisors;
- duties of employees;
- operation of the occupational health and safety committee;
- site guidelines for contractors;
- identification, assessment and control of hazards;
- meeting the identified training needs of staff;
- communication strategies; and
- auditing and review.

**Hazard identification**

The OHS committee will coordinate a program of hazard identification once per school term using the Hazpak worksheets. These will be issued to each faculty, office or department and completed by nominated safety officers with assistance from other staff. Safety officers will be briefed by the OHS committee prior to the task.

**Hazard assessment**

Using the Hazpak guide, all identified hazards will be rated for potential severity of injury and likelihood of occurrence and placed in priority order. The OHS committee will determine the most appropriate action required for each hazard.

**Hazard control**

Within the parameters of the school budget, the principal will fund work to eliminate or control hazards where possible. For major plant items, the appropriate Departmental officer or specialised maintenance contractor should be contacted. Psychological hazards should be referred to the principal.

**Monitoring**

All staff are responsible for the ongoing monitoring of known hazards and the identification of new and emerging hazards. The following measures are in place:

- The OHS committee will meet every three months and coordinate a formal annual review.
- All staff must report hazards using the hazard report forms.
- No one may use unsafe equipment, for example electrical devices with bared insulation or conduct unsafe activities.
- Items requiring periodic checks will be included in the calendar (e.g. fire extinguisher inspections, evacuation drills).
- Outside contractors must follow safe work practices. Any staff observing contractors failing to work safely must report the fact to the principal immediately.
- All staff will be issued with this policy and faculty or department guidelines and acknowledge by signature their awareness of their contents.
- This policy will be reviewed annually.