



Occupational Health and Safety

Policy Statement

CROYDON HILLS PRIMARY SCHOOL is committed to:

- consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives (HSRs) and employee representative organisations on OHS issues affecting them
- achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives
- complying with all relevant health and safety legislation, including cooperating with official OHS inspections, audits and investigations
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- preventing injury and illness in the workplace

Rationale

This policy applies to all employees, students, visitors, volunteers and contractors at **Croydon Hills Primary School** and is readily accessible to all interested parties.

Croydon Hills Primary OHS Commitment and Principles:

We are committed to providing employees, students, contractors and visitors with a healthy and safe environment. We will, so far as is reasonably practicable, take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at all workplaces within the school.

Implementation

CROYDON HILLS PRIMARY SCHOOL will meet its commitment to Occupational Health & Safety by:

- providing appropriate information and training for principals/managers and employees to enable them to perform their OHS roles and responsibilities, including online learning modules developed by DET
- holding all levels of management accountable for the health & safety of employees under their management
- consistently applying CROYDON HILLS 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
- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls
- adequately informing staff, students, contractors and visitors of any hazard to their well-being and health which may be known to be associated with the work in which they are involved.
- monitoring, reviewing and improving health, safety and wellbeing management systems
- including OHS and Emergency Management items on all relevant staff meeting agendas

CROYDON HILLS PRIMARY SCHOOL employees, visitors, volunteers and contractors are required to:

- report hazards and incidents
- take action to avoid, eliminate or minimise hazards
- participate in appropriate and relevant training
- consult and cooperate with the school on safety related matters
- follow safety instructions and observe the wearing of personal protective equipment as required
- adopt and use safe work practices and equipment
- not misuse or wilfully damage safety equipment, or put at risk the health, safety or wellbeing of others at work.
- be familiar with emergency and evacuation procedures, including the location of emergency equipment



Reference

Procedure No: DET ESWB-01-1-5 Department Policy Occupational Health and Safety

Procedure No: DEE ESWB-06-2-4 Notifiable Incidents to WorkSafe Flowchart

Refer to the No: DET ESWB – 3-1-6 OHS Consultation and Communication Policy

Refer to the No: DEE ESWB – 04-1-5 OHS Risk Management Procedure

Refer to the No: DEE ESWB – 06-1-6 Hazard/Incident Reporting and Investigative procedure

Refer to the Emergency Management Policy

Review

As part of the school's cyclic process.