



# Elwood Primary School No 3942

Scott St. Elwood 3184  
Telephone 9531 2762 Fax 9531 5497

**POLICY NO: 40**

**PROGRAM : OCCUPATIONAL HEALTH & SAFETY**

REVIEW: May 2010

## **PURPOSE**

1. To prevent illness or injury caused by workplace hazards by;
  - *ensuring* the health, safety and welfare of staff and others at work
  - *protecting* the public from health and safety risks of school activities
  - *eliminating* workplace risks at their source
  - *involving* employers, employees and unions in the formulation and implementation of health, safety and welfare standards.

## **BROAD GUIDELINES**

1. Elwood Primary School must comply with the Victorian OH&S Act No. 107/2004.(the Act)
2. The Employer (DEECD via Principal) must consider the safety of *everyone in the workplace* including students/children/parents, staff, visitors, student teachers, work experience students, independent contractors and couriers, and consult with the elected Occupational Health and Safety Representative.

## **IMPLEMENTATION**

- 1)To comply with the Act, the school must :
  - Provide and maintain equipment and systems of work that are safe.
  - Maintain a safe and healthy workplace, including the elimination of behaviours which may lead to bullying.
  - Provide facilities for the welfare of staff, e.g. washrooms, lockers, eating areas and first aid facilities.
  - Protect staff against the consequences of using, handling, storing or transporting plant or substances, e.g. toxic chemicals, dusts and fibres.
  - Provide staff with information about the risks they may be exposed to, supervise and train them in healthy and safe work practices.
  - Monitor workplace conditions for environmental hazards like noise, temperature, lighting levels and stress caused by systems of work or poor management.
- 2) Election of Health and Safety Representatives (HSR):  
Employees at the workplace must elect the Health and Safety Representative, as representative of the employees,(the designated work group) of Elwood Primary School.
- 3) Consultation with staff:
  - a)The employer (Principal) *must* consult with the employees via the Health and Safety Representative about health and safety matters that directly affect them such as:

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- identifying or assessing hazards arising from the activities of the school;
- deciding on measures to control these risks;
- deciding on employee facilities;
- deciding on procedures for resolving health and safety issues, consultation, monitoring employee health and workplace conditions, and the provision of information and training.
- proposing changes that affect health and safety.

b) Consultation means that the Principal *must* share information with employees, give them a reasonable opportunity to express their views and take those views into account.

c) Employees should be informed about the outcome of the consultation. If they are not satisfied they have a number of options that they can pursue through their Health and Safety Representative, including asking to have the matter dealt with under the issue resolution procedure, issuing a PIN (Provisional Improvement Notice) or seeking external assistance.

#### **RESOURCES**

1. Victorian OH&S Act No. 107/2004

#### **REVIEW**

In 2013