



STAWELL SECONDARY COLLEGE

Occupational Health and Safety Policy

Rationale:

- Stawell Secondary College recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors, volunteers and other visitors to the school site.
- School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employee and managements on Occupational Health and Safety (OHS) issues is encouraged.

Aims:

- To comply with OHS related legislation and Department of Education and Training (DET) directives or guidelines relating to the Health and Safety policy.
<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/hswpolicy.aspx>
- To investigate all reported incidents with a view to preventing recurrence.
- To minimise risk though systematic inspections, hazard identification, risk assessment and implementation of control measure.
- To maintain written records on all OHS activities undertaken.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.
- Adequate resources will be provided to support this policy.

Responsibilities:

- As employers, the Principal and School Council have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.
- Employers' direct duties under the OHS Act also include:
 - Providing and maintaining safe plant and systems of work.
 - Making arrangements for the safe use, handling, storage and transport of plant and substances.
 - Maintaining the workplace in a safe and healthy condition.
 - Providing adequate facilities for staff welfare.
 - Providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.
- The Occupational Health and Safety Committee may consist of:
 - Principal
 - Health and Safety Representative (HSR)
 - Deputy Health and Safety Officer (Deputy HSR)
 - Management Nominee



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- Staff Representatives
- Maintenance Manager
- Meetings are to be minimum of one per month
- Learning Area Leaders are responsible for the health and safety performance of their team, this responsibility extends to:
 - Maintaining the workplace in a safe condition and reporting hazards and potential hazards identified.
 - Actively promoting and implementing agreed OHS procedures
 - Identifying OHS training needs of both individual staff and the team as a whole.
- All Staff have a responsibility to:
 - Take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions
 - Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
 - Follow established safe working procedures

Implementation:

- This policy is consistent with:
 - a) The DET Mission Statements that schools provide a safe and appropriate teaching and learning environment for both staff and students and
 - b) The school's legal obligations under the Victorian OHS Act 2004 and Common Law duty of care.
- Stawell Secondary College is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

Evaluation:

This policy will be reviewed as part of the school's review cycle each May every year, in accordance with the Child Safe Policy. The review will be led by the OHS officer and referred to the Policy Sub-Committee and School Council for ratification.

Last Reviewed: May 2020
Date of next review: May 2021

Update history:

First issued	
Date of update	Summary of change(s)
29/5/20	Incorporated the DET OHS Policy Link