



Occupational Health & Safety Policy



Scope:

- This policy applies to all employees, students, visitors, volunteers and contractors at TVPS.

Rationale:

- TVPS values its people and recognises that health and safety is integral to achieving excellent education and work performances.
- TVPS is legally and morally committed to providing employees, students, volunteers, visitors and contractors with a healthy and safe working and learning environment.
- TVPS will so far as reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses.
- Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- Reducing OHS risks through a documented process using DET's Occupational Health and Safety Management System (OHSMS) of hazard identification, assessment, implementation and review of controls.
- Monitoring, maintaining and reviewing the OHSMS as required.
- Complying with the Victorian Occupational Health & Safety Act 2004, DET procedures and guidelines relating to OHS.
- To create a team approach to health and safety issues ensuring all employees understand their roles and responsibilities.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council and all employees.
- All employees are required to take reasonable care for their own OHS and act in a manner that does not put others at risk.
- All employees are required to actively contribute to identifying, reporting and reducing OHS hazards and risks.
- All DET employees are required to take part in OHS Professional Learning as required eg. DET online modules.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety Representative receives the appropriate training and accreditation.
- The Occupational Health and Safety Committee will meet at least once per term.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety Representative and Principal will conduct regular 'walk through' safety audits using DET checklists and act upon any concerns that arise.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via staff meetings and emails.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times.
- All serious accidents and incidents will be investigated and reported to the School Council President and other appropriate authorities. These will be documented on EduSafe.

- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained using DET's OHSMS.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Victorian WorkCover Authority field officers are always welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DET Occupational Health & Safety Unit.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee or after any serious incident.
- The outcomes of this review will be included within the Buildings and Grounds committee's report to School Council and the community.