

EASTWOOD PRIMARY SCHOOL

OCCUPATIONAL HEALTH AND SAFETY POLICY

RATIONALE

Eastwood Primary School is committed to providing a healthy, safe and supportive environment for the school community.

GUIDELINES:

Principal and managers will:

- be involved in, and accountable for maintaining a healthy, safe and supportive work place.
- implement and review health, safety and well being policies on regular basis.
- ensure that Displan procedures are in place and all staff, students and parents are familiar with evacuation procedures.
- ensure that designated first aid staff have current qualifications.
- participate in Professional Development to keep abreast of and implement changes when necessary.
- attend to safety issues promptly.
- ensure contractors have appropriate qualifications and are familiar with Eastwood's Displan and safety procedures.
- implement effective reporting, recording and investigation of all workplace injuries to prevent further injury.
- provide adequate resources to maintain a happy and safe work place.
- meet regularly with a staff committee to discuss risks and issues.
- allocate time at staff meetings for O.H.A.S. matters.
- ensure that all visitors, volunteers and contractors have signed in at the office and are wearing visible identification.

Eastwood Staff will be:

- encouraged to develop personal safe work practices.
- completing regular visual checks of the work space and the school environment.
- required to participate in Professional Development regarding safety issues as the need arises.
- required to obtain Data sheets for chemicals and follow manufacturer's recommendations.

Students will:

- abide by the school's code of conduct.
- report and identify hazards in the playground
- be represented by a 'Kid Safe' committee which meets regularly

OHS Issues Resolution

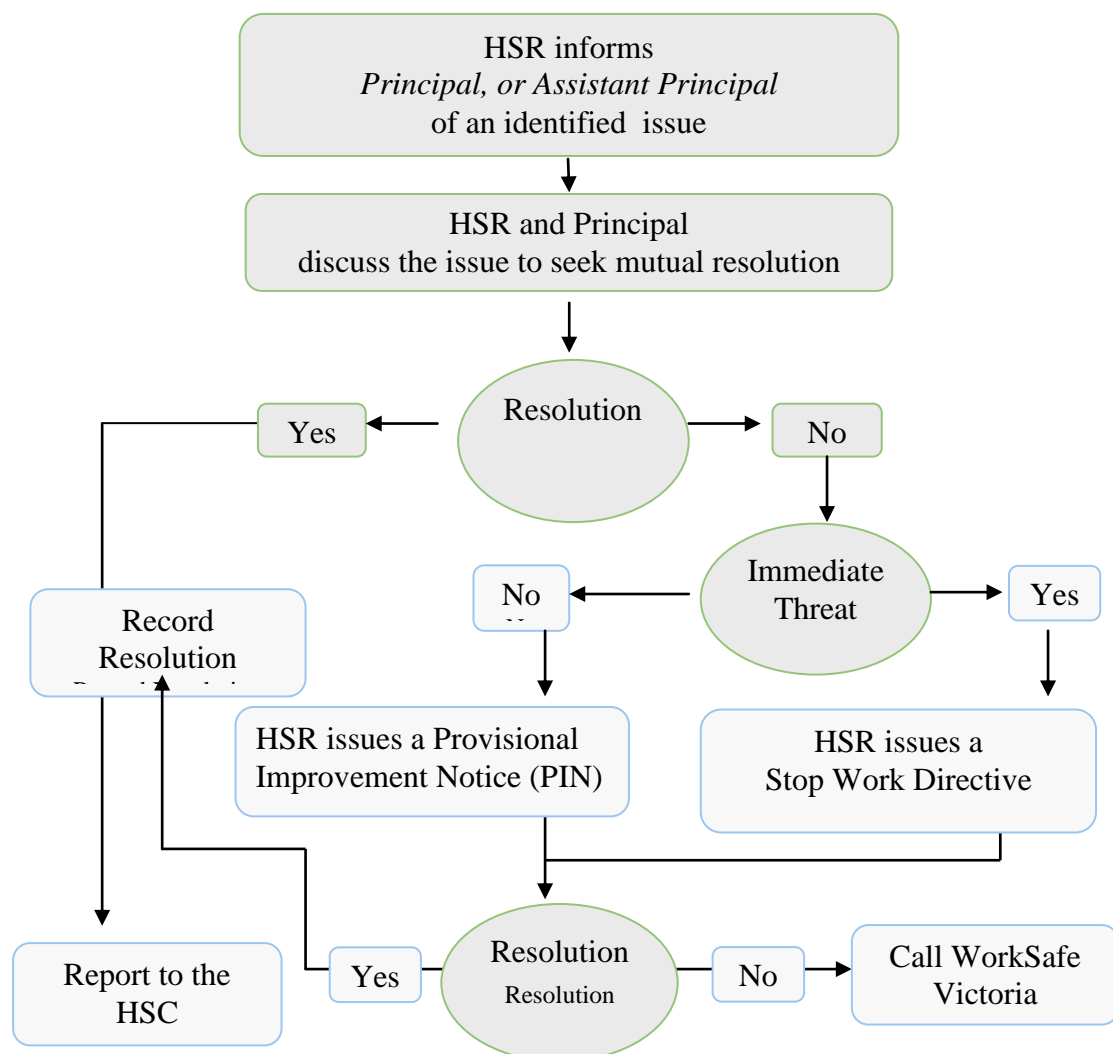
PURPOSE

The purpose of these procedures is to ensure that an agreed process is available to the Eastwood Primary School staff for the resolution of health and safety issues and to promote cooperation between employer and employees in accordance with the requirements of the Occupational Health and Safety Act (2004)

IDENTIFYING AND RAISING ISSUES

- All staff are responsible for raising occupational health and safety issues with the Health and Safety Representative, Principal or Assistant Principal.
- As soon as reasonably possible after the issue has been reported the parties affected by the issue are to meet to consult, clarify the concerns raised and set timelines for resolution of the issue.

RESOLVING ISSUES



ABBREVIATIONS

HSR Health and Safety Representative

HSC Health and Safety Committee

Reference: WorkSafe Employee Representation 1st Edition, September, 2006

Review date: 2010