Occupational Health and Safety Policy

Implementation Date: 19 October 2005
Review Date: Term 4 2016

Aim
Recognising the hazards occurring in the education industry, the school will take every practicable step to provide and maintain a safe and healthy work environment for all employees, students, visitors, volunteers and contractors. The aim of this policy is to enhance occupational health and safety for all users of the Zeerust Primary School site.

The Responsibilities of the Principal
This policy recognises that the health and safety of all employees, students, visitors, volunteers, and contractors within the Zeerust Primary School is the responsibility of the Principal. In fulfilling this responsibility, the Principal has a duty to provide and maintain, so far as is “reasonably practicable”, a working environment that is safe and without risk to physical and psychological health.

REASONABLY PRACTICABLE
ERGOSH Safety Management Services Pty. Ltd. (the department trainer) state “to determine what is reasonably practicable regard must be had to the following matters:
- the likelihood of the hazard or risk eventuating;
- the degree of harm (consequence) that would result if the hazard or risk eventuated;
- what the person (corporation) concerned knows, or ought reasonably to know about the hazard or risk and any ways to eliminate or reduce the hazard or risk;
- the availability and suitability of ways to eliminate or reduce the hazard or risk;
- the cost of eliminating or reducing the hazard or risk.”

The Principal is responsible for the implementation and monitoring of this policy. Regular consultation with staff and school councilors will ensure that the policy is effective and that health and safety issues are regularly reviewed.

The Responsibilities of Staff
All employees should familiarise themselves with their legal obligations and responsibilities and what the consequences are for breaching the law. The full requirements for each workplace manager and employees are contained in the Occupational Health and Safety Act 2004. A copy of the Act is to be made available in the school. The Act sets out the duties binding on both employers and employees. For the purpose of the Act, employer duties are delegated to the Principal of the school.

The Responsibilities of the School Council
The School Council shares responsibility, but not legal liability, with the Principal for the overall safety and maintenance of the school’s facilities and the provision of resources to establish and maintain safe learning and working environments.

The Health and Safety Representative
The Health and Safety Representative is elected by the employees. The health and safety representative shall meet with the principal throughout the year. Minutes should be kept of these meetings.

**Review of Policy**
The Principal will seek cooperation from the school community in realising these health and safety objectives and creating a safe work environment. Consequently the policy will be regularly reviewed in the light of legislative and school changes. All employees will be advised of agreed changes and arrangements for their implementation.

Ken Makin
School Council President

Peter Farrell
Principal

Lyndall Roberts
Health and Safety Representative