



Occupational Health and Safety Procedures

Reviewed: May 2019

Ratified:

Next Review: 2023

Procedures

Strategies

- conducting an audit of OH&S practices and procedures
- establishing complaints and grievance procedures
- ensuring regular Essential Services inspections
- delegating a member of staff as the Occupational Health and Safety Officer to lead the OH&S team
- developing a processes to identify hazards and control risk
- developing Emergency Management Plan that is monitored and reviewed
- developing a Critical Incident Plan that is kept up to date
- monitoring staff and student wellbeing through surveys and observations
- implementing procedures for staff returning to work from an injury (physical and emotional)
- ensuring regular evacuation, lock down and lock out drills
- implementing professional learning for areas such as slips, trips and falls, and manual handling
- providing basic first aid kits in accessible locations
- ensure that appropriate planning and risk analysis is conducted for offsite activities
- ensuring staff have familiarized themselves with OHS in Schools (WorkSafe)
- inducting new staff, volunteers and external providers on OHS

Monitoring and Communication

- undertaking an annual audit of the school environment
- including a standing agenda item for OH&S at all staff meetings, including consultation and /or training and/or provision of information
- implementation of risk management procedures and register
- providing information and reminders to school community through newsletter
- maintaining a current register for VIT registration and Working With Children Checks
- analysing data such as
 - injuries, near misses, sick days and WorkSafe claims
 - frequency and type of issues raised
 - checking whether hazard inspections have taken place and being followed up
 - the number of staff that require training in OH&S
 - number and follow up of issues raised by WorkSafe Inspectors