

OCCUPATIONAL HEALTH AND SAFETY POLICY

PURPOSE

This policy recognises that the health and safety of all employees, students, visitors, volunteers and contractors within Broadmeadows Valley 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 practicable a working environment that is safe and without risk to health, and includes:

- i. Providing and maintaining safe plant and systems of work.
- ii. Making and monitoring arrangements for the safe use, handling, storing and transport of plant substances.
- iii. Maintaining the workplace in a safe and healthy condition.
- iv. Providing adequate facilities to protect the welfare of all employees and students.
- v. Providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

The Principal is responsible for the implementation and monitoring of this policy. The health and safety duties of management at all levels will be detailed, and Department of Education and Training procedures for training and back up support followed. In fulfilling the objectives of this policy, leadership is committed to regular consultation with employees to ensure that the policy operates effectively, and that health and safety issues are regularly reviewed.

SCOPE

Recognising potential hazards occurring in the education industry, Broadmeadows Valley Primary School will take every practicable step to provide and maintain a safe and healthy work environment for all employees and students. To this end, this policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

DEFINITIONS

Refer to further information and resources below.

POLICY

DUTIES

Leadership

- is responsible for the effective implementation of the school's health and safety policy
- must observe, implement and fulfil its responsibilities under the acts and regulations that apply within the state
- must ensure that the agreed procedures for regular consultation between management and those with designated and elected health and safety functions are followed
- must ensure that all specific policies operating within the school, including, fire and explosion, purchasing, dangerous goods, noise, induction and training, first aid, emergency management and systems of work are periodically revised and are consistent with school health and safety objectives
- must provide information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school
- must be informed of incidents and accidents occurring on the school premises or to school employees so that health and safety performance can be accurately gauged.

Employees

- have a duty to take the care of which they are capable for their own health and safety and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between management and employees with elected health and safety functions
- must not willfully interfere with, or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- must, in accordance with agreed school procedures for accident and incident reporting, report potential and actual hazards to their elected health and safety representatives
- must report any potential hazards or incidents immediately they are identified.

ISSUE RESOLUTION

Mindful of the requirements of the OH&S Act, where an employee identifies a hazard or potential hazard, and the Principal disagrees with the assessment the procedure is as follows:

- The Principal will provide reasons for the disagreement in writing
- If the employee remains at issue, both parties will agree to the appointment of a resolution officer. The resolution officer will have expertise in the area of OH&S and may be internal or external. The decision of the resolution officer will be binding on both parties. Employees have the right at any point to contact WorkSafe.

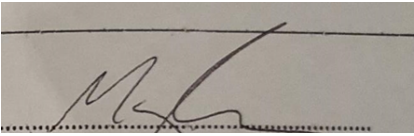
FURTHER INFORMATION AND RESOURCES

Human Resources Defined Health and Safety Terms see:

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx?Redirect=1>

EVALUATION AND RATIFICATION

The BVPS leadership will seek cooperation from all employees 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, in writing, of agreed changes and arrangements for their implementation. Broadmeadows Valley Primary School will monitor and review the effectiveness of this policy and revise the policy at least once every three years.

POLICY	SCHOOL PURCHASING CARD POLICY
BVPS Council President	Signed: 
BVPS Principal	Signed: <i>C. Ziano</i>
Reviewed	August 2021
Ratified	09/ 11 /2021