OHS Policy

**Rationale**

Dignity, safety and wellbeing of people are central to the Church’s teaching therefore at St Patrick’s Primary School the health and safety of all staff, students, volunteers, visitors and external providers is vital to the successful functioning of the school and is the responsibility of all. In order to fulfil this responsibility, the principal has a duty of care to maintain and provide a work environment that is free of risk to the health and safety for all.

**Definitions**

***Staff*-** are those employed directly by the school. Staff are required to have VIT registration or a WWC Check. In this policy staff also includes the governing authority.

***Volunteers-*** approved volunteers that assist in the school environment and have a WWC Check.

***Visitors*-** those that visit the school for a brief or single purpose. Visitors are supervised at all times.

***External providers*-** refers to external educational and health advisors, IT specialists, chaplains and contractors such as trades people and architects. (WWCC required)

***School environment*** means any physical or virtual place made available or authorised by the

school governing authority for use by a child during or outside school hours, including:

(a) a campus of the school;

(b) online school environments (including email and intranet systems); and

(c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

*(Ministerial Order 807)*

**Policy Statement**

St Patrick’s Primary School is committed to providing a safe working environment through consistent implementation of the OHS policy. This policy applies to all staff, students, visitors, volunteers and external providers in the school environment.

**Principles**

St Patrick’s Primary School is committed to:

* providing adequate resources for implementing this policy which includes assigning responsibilities for OH&S duties
* providing and maintaining safe plant and systems of work
* making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances
* maintaining, so far as is reasonably practicable, an office that it is safe and without risks to physical and mental health
* providing adequate facilities for the welfare of all staff, students, and the school community and for visitors, volunteers and external providers.
* providing information, training and supervision for staff, volunteers, visitors and external providers enabling them to work in a safe and healthy manner
* Maintaining physical infrastructure, including buildings, plant and equipment and cars in a condition that ensures it is safe to use

**Responsibilities**

***Governing Authority***

* is responsible for providing a safe environment and ensuring that appropriate policy, procedures and practices are in place

***Principal:***

* embedding a safe and healthy workplace to staff, volunteers, visitors, external providers and other parties
* implementing a systematic approach to OHS risk management and ensuring that St Patrick’s Primary School can meet its OHS obligations
* ensuring the OHS officer has a clear role description that is communicated to the staff and school community
* providing OHS information, training and supervision to staff and other relevant parties
* consulting with the governing authority, staff (and their representatives), the School Advisory Council and other stakeholders on OHS issues
* resolving any OHS issues by following the St Patrick’s Primary School OHS Issue Resolution procedure (Appendix A)
* providing sufficient time and resources for the OHS Officer and team to operate effectively
* providing appropriate procedures and guidelines to support employees, contractors and visitors when undertaking their work
* ensuring there are procedures and documentation for incidents and accidents and when required, return to work processes
* monitoring actions by OHS team and following up on any performance issues
* ensuring that employment practices and procedures comply with the Equal Opportunity Act (Vic) 2010

***OHS Team***

* conducts regular meetings of OHS Team, led by OH&S Officer and including representatives from teaching and non-teaching staff
* communicates to principal on matters of concern by OHS Officer
* consults with staff (or their representative) on decisions and changes that effect their workplace in relation to OHS requirements and procedures
* analyses OHS incidents that recorded in the Incidents and Accidents Register and identify areas of risk, further training or modifications to procedures
* identifies risks and strategies to minimise or eliminate risk in conjunction with the risk management leader.
* audits procedures for hazardous and dangerous goods

***Staff, Volunteers, Visitors and External Providers***

* fulfilling their duties under OHS legislation and acting in a safe manner
* taking reasonable care of their own health and safety and that of others affected by their actions or omissions
* complying with the safety procedures and directions as set by the principal
* not willfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of St Patrick’s Primary Schoolstaff
* acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative

**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 OHS at St Patrick’s Primary School 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

**Related Policies and Documents**

* St Patrick’s Primary School [Anti Bullying](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Anti%20Bulling%20and%20Anti%20Harassment%20-%20Safe%20School%20Policy.docx) (including cyberbullying) and Harassment Policy (students)
* St Patrick’s Primary School Student [Care and Health Policy](D:\\Users\\JillC\\Desktop\\St Patrick's Stawell VRQA 2018\\VRQA 4. Student Welfare\\Documentation\\Pastoral Care Policy 2019.docx)
* St Patrick’s Primary School [Duty of Care: Supervision of Students](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Duty%20of%20Care%20Policy%202019.docx)
* St Patrick’s Primary School [Anti Bullying Policy (adults)](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Anti%20Bulling%20and%20Anti%20Harassment%20-%20Safe%20School%20Policy.docx)
* St Patrick’s Primary School [Complaints and Grievances Policy](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Complaints%20and%20Grievances%20Handling%20Policy.docx)
* St Patrick’s Primary School Occupational Rehabilitation and [Return to Work Procedures](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%206.%20School%20Infrastructure\Documentation\Return%20To%20Work%20Policy%20and%20Procedures%20St%20Patrick's%20Primary%202019.doc)
* St Patrick’s Primary School [Digital Technology Policy](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\ICT%20Policy.docx) (students, staff, parents)
* St Patrick’s Primary [School Staff Handbook](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%206.%20School%20Infrastructure\Documentation\St%20Pats%20Staff%20Handbook%202019.doc) (such as procedures re staff illness and medicines, hazardous and dangerous goods, reporting concerns and responsibilities
* St Patrick’s Primary School parent Handbook
* St Patrick’s Primary School [Emergency Management Plan](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Emergency%20Management%20Plan%20-%20Updated%20May%202019.docx)
* St Patrick’s Primary School [Critical Incidents Plan](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Critical%20Incident%20Policy.docx)
* St Patrick’s Primary School [Child Safety Commitment Statement](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\Child%20Safety%20Standard%202-%20Commitment%20Statement.pdf) and [Code of Conduct](file:///D:\Users\JillC\Desktop\St%20Patrick's%20Stawell%20VRQA%202018\VRQA%204.%20Student%20Welfare\Documentation\CODE%20OF%20CONDUCT.docx)
* OHS in Schools (WorkSafe) <https://www.worksafe.vic.gov.au/__data/assets/pdf_file/0009/9855/OHS-in-schools-web.pdf>

**Appendix A: OHS Issues Resolution Process**

**Staff member identifies OHS issue**

**Reports issue to OHS Officer**

**OHS Officer completes risk assessment**

**Communicates risk to principal**

**Short and long term solutions and actions identified and implementation commenced**

**Document in OHS incident register and communicate to OHS team**

**Monitor and evaluate solutions**

**If risk is medium to severe, take immediate action to address safety issues**

**If agreement still cannot be reached or no action has been taken. OHS Officer to contact Governing Authority or Worksafe**

Update risk register

**Communicate with staff, students and school community as required**

**If agrrement cannot be reached or no action has been take, OHS team to meet with principal.**