



# OH & S

## POLICY

### Purpose

- To provide a safe and healthy environment at Ocean Grove Primary School.

### Guidelines

- This policy recognises that health and safety at Ocean Grove Primary School is the responsibility of all employees, and ultimately, the Principal.
- The formulation and implementation of safety standards will be provided in accordance with the Occupational Health and Safety (OH&S) manual, and will be regulated by relevant groups.
- The Occupational Health and Safety group will monitor the health and safety environments at Ocean Grove Primary School and provide support and resources to ensure appropriate implementation and monitoring of this policy.

### Implementation

- The Occupational Health and Safety committee will endeavour to ensure that the school has appropriately qualified First Aid personnel and facilities.
- Risk management strategies will be implemented where appropriate.
- A Return to Work plan will support the occupational rehabilitation of Ocean Grove Primary School employees.
- Employees will be informed of updated OH&S issues.
- Reporting of accidents will be vigilant.
- Procedures for reporting and responding to OH&S concerns will be established.
- The organisation of the school will take into account the guidelines set down by Department of Education (DE).
- The OH&S committee should include the Principal, who represents the management, the current OH&S representative for the workplace and elected staff.
- The OH&S committee will meet at least once per term.
- Policies devised by the OH&S committee will be revised annually.
- First Aid qualifications of all employees will be recorded, displayed and updated annually.

- An appropriately qualified aide will take responsibility for the management of first aid during lunch break each school day, maintaining the first-aid supplies and upkeep of the sick bay, however more than one appropriately qualified person may assist in the lunchtime duty of care.
- The process for registering an OH&S issue or concern will be via EduSafe which automatically sends an email to the Assistant Principal or Principal who will follow up appropriate action
- Relevant and updating literature will be brought to the attention of employees through the bulletin and / or by display.
- Relevant OH&S books and manuals are to be kept in the Principal's office for borrowing or perusal by any employee.
- All staff are required to complete an Accident Report on EduSafe for any head, eye or mouth injury as well as any other serious injury.
- All student accidents and injuries are to be reported by the staff member in charge on the form provided by the school office and recorded on CASES21.
- Relevant WorkSafe documentation will be displayed in the staffroom.

The appendix to this Occupational Health and Safety Policy includes:

1. Return to Work Policy
2. Copy of the proforma for employees to register OH&S issues or concerns

## Evaluation

This policy will be reviewed as part of the school's annual review cycle.

## POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2023
Approved by	School Council
Next scheduled review date	November 2024