**POLICY: OCCUPATIONAL HEALTH & SAFETY**

1. STATEMENT OF BELIEF:
Drouin Secondary College is committed to providing a safe working environment with a minimum of risks to individuals’ physical and emotional health and safety through the implementation of risk prevention and reduction strategies. This responsibility extends to all employees, students, contractors and visitors to the College site. The College believes in a consultative approach between employees and management on OH&S issues.

This policy is consistent with:
1. The Department of Education and Early Childhood Development (DEECD) OHS Policy 2009 - 2011 that schools provide a safe and appropriate teaching and learning environment for both staff and students and
2. The College’s legal obligations under the Victorian OHS Act (2004) and common law.

2. IMPLEMENTATION:
Drouin Secondary College adopts procedures to:

2.1 Comply with OH&S related legislation and DEECD policy directives and guidelines relating to health and safety.

2.2 Minimise the occurrence of injury and illness in the College through systematic risk identification, assessment and control.

2.3 Investigate accidents with a view to preventing recurrence.

2.5 Maintain and make available appropriate OH&S documentation.

2.6 Implement staff health and well-being strategies.

2.7 Provide a Return to Work program for employees in the event of injury or illness.

2.8 Integrate OH&S considerations into the general management practices of the College

2.9 Ensure the safety of staff working alone on the College grounds.

3. EVALUATION:
3.1 As employers, the Principal and College Council have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation. (The Principal may nominate a staff member with appropriate seniority to act as the College's OH&S management officer in an operational capacity) but the overall responsibility cannot be delegated. The OHS Management officer and the Staff Occupational Health and Safety Representative together with representatives of the College’s Buildings and Grounds committee shall schedule, conduct and document OH&S audits).

3.2 Staff will elect a staff OHS representative who will be provided with training and practical support to fulfil their role effectively (as stipulated in the OH&S Act).

3.3 An OH&S role and responsibilities will be included in all responsibility positions within the College.

3.4 All staff have a responsibility to take reasonable care of their own health and safety and the health and safety of others, to report hazards, accidents, incidents and near misses and to follow established safe working procedures.
3.5. OH&S performance will be indicated in the Annual Report.

3.6. The Principal’s Advisory Committee, the Curriculum Committee, KLD meetings and Staff meetings will be opportunities for staff to high-light OH&S and welfare concerns.

**Employers’ direct duty under the OH&S Act also includes:**
- providing and maintaining safe plant and systems of work
- making arrangements for safe use, storage and handling of plant and substances
- maintaining the workplace in a safe and healthy condition
- providing adequate facilities for staff welfare
- providing information, instruction, training and supervision to staff so as to enable them to perform their work in a safe and healthy manner.

**Strategies to use in reducing the frequency and severity of risks:**
- regular evaluation of compliance with relevant OH&S regulations and DEECD directives
- Edusafe is the formal process for reporting, recording and investigating potential or actual hazards
- train staff and students to report ‘near misses’
- periodic analysis of records to identify incident patterns
- scheduled and documented preventative maintenance programs for plant and equipment
- Working Alone will be identified and risk addressed as per Worksafe risk assessment tool.
- provision of appropriate first aid facilities and personnel
- emergency management procedures which are documented, publicised and practiced

**OH&S examples to use in general College management practices:**
Purchasing guidelines, facilities design, upgrades and maintenance, contractor management, staff welfare, professional development and induction procedures, staff allotments and timetabling, curriculum design and program budgeting.

This policy will be reviewed by the Education Policy Committee as part of the school’s one-year cycle.