MT ST PATRICK PRIMARY SCHOOL
MURWILLUMBAH

OCCUPATIONAL HEALTH & SAFETY POLICY
INCLUDING OHS CONSULTATION POLICY

2012
Occupational Health & Safety Policy
including OHS Consultation Policy

Date Implemented:    Last Review Date:    Next Review Date:
Term 3 2007        Term 1 2012      Term 1 2013

1.0  OCCUPATIONAL HEALTH & SAFETY POLICY

1.1  Policy Statement

The Management of Mt St Patrick Primary School Murwillumbah, accepts that it has a
duty of care for the health, safety and welfare of its employees, contractors and others, and
will use all due diligence to protect them from work-related injury and illness. It will
provide the necessary resources to enable the school to comply with the NSW OH&S Act

All of the school’s employees are required to take care for the health and safety of
themselves and others and to cooperate with the management to enable employer’s
requirement to be complied with.

Supporting this policy is a program for the management of OHS in the school to:

• provide a system for identifying and mitigating hazards;
• provide OHS training and supervision for employees;
• assist employees, through ongoing consultation, to meet their duty of care for others;
• enable employees to participate in OH&S management.

1.2  Review

This policy will be reviewed every year to ensure that it remains current. The review will
be conducted in Term 2 by the Principal and is to include staff consultation during a staff
meeting. Staff will make recommendations to the Principal for changes to the policy.

Principal:Brian Laybutt    Date:

2.0  CONSULTATION HAS OCCURRED ✔ WITH THE FOLLOWING:

☐ ALL STAFF  ☐ CANTEEN  ☐ OSHC
☐ PARISH PRIEST  ☐ CLEANER  ☐
3.0 OHS REPRESENTATIVE

The Principal is the OHS Representative in the school. The role of the OHS Representative is to:
- review all policies and procedures
- liaise with co-workers regarding their safety concerns
- participate in the resolution of OHS problems by advising staff on how to either eliminate and control risks
- organise regular meetings with staff
- take minutes of the meetings and note all OHS issues raised and discussed
- distribute copies of these minutes in hard copy on the staffroom noticeboard;
- to maintain the school’s OHS policies and procedures to correctly reflect both the changing needs our school environment and any regulatory updates.

All OHS issues from staff will be directed to the OHS Representative in writing and will be addressed during staff meetings.

4.0 RISK MANAGEMENT

4.1 Risk Management

4.1.1 Process for reporting incidents

The Accident/Injury Form is completed by the staff member, co-signed by the Principal and retained by the Principal. What will happen where a dangerous incident is reported????
The Principal brings the forms to staff meetings for discussion and any suggested action/s.

4.1.2 Workplace Inspections

Workplace inspections are an important part of systematically managing workplace safety and health. Workplace inspections will occur at the beginning of each Semester (twice yearly)

Process:
- Principal ensures inspection forms are distributed to staff
- Workplace inspection conducted, staff complete the inspection checklists
- Inspection checklists handed to Principal
- Principal completes a summary report including suggested actions
- Principal submits the summary reports at the next staff meeting meeting

4.1.3 Contractors on site

Contractors should phone the School and inform of their intended arrival. The Principal (or other nominated person) will meet the contractors as they enter the school grounds.
Contractors are to be taken to the front office (reception), sign the Visitor Register, and wear a visitor nametag.
5.0 HOW EMPLOYEES WILL BE CONSULTED ABOUT OHS

5.1 Staff

- Employees will be consulted at our staff meetings
- OHS updates and reminders will be communicated to staff via OHS being included on the staff meeting agenda.
- Non-teaching staff will be consulted via notice in writing regarding any OHS issue relating to their role in our school.
- Minutes of the staff meeting will be taken and all OHS issues raised or discussed will be duly noted and acted upon.
- OHS information will be circulated to staff via email, staff daily notices and the OHS staff noticeboard.

5.2 Establishment & Review of Consultation Arrangements

The consultation arrangement was determined through discussion at staff meeting on Tuesday 11th April 2006.
Consultation arrangements will be discussed at the staff inservice day at the start of each year.

6.0 POSITION SPECIFIC OHS DUTIES

6.1 Teacher

1. Notify the school of any hazards that they observe in the area where they teach and in general in the school;
2. Report all broken equipment;
3. Fulfil duties within the boundaries of safe working procedures;
4. Required to participate in emergency evacuation practice;
5. Required to participate in workplace inspections and pass on checklists to the Principal;
6. Must comply with rules for management of chemicals;
7. Must report any injuries;
8. Must follow school requirements for protection against sun exposure

6.2 Principal

1. Ensure all reported hazards have been resolved;
2. Ensure the school has a maintenance budget to cover all broken equipment;
3. Ensure there is a system for the ongoing development of safe working procedures;
4. Ensure there is a system for the ongoing review and practice of emergency evacuation plans;
5. Ensure there is a system for legislative compliant management of chemicals;
6. Manage the mandatory reporting of all injuries;
7. Oversee the return to work of injured employees;
8. Ensure there is a system for the development of safe working procedures within all areas of the school;
9. Evaluate all reports regarding OHS submitted;
10. Is the OHS Representative in the school.