Occupational Health and Safety

Rationale:
This school recognises the rights and duty of care responsibilities of everyone in this workplace under the *NSW Occupational Health and Safety Act 2000 and OHS Regulation 2001*. This school is committed to promoting a proactive and positive safety culture by providing resources, procedures and consultation arrangements to ensure a safe, healthy and harmonious workplace for all employees and visitors.

Goals:
- To consult all employees on a regular basis concerning the implementation of safe practices and work systems
- To act on concerns, ensuring staff practices and work environments and safe

Implementation Strategies:
1. The principal and OHS Committee are responsible for the promotion of a safe and healthy workplace
2. Staff with concerns or issues regarding OHS must promptly report matter through the appropriate process of the school
3. The principal and trained OHS committee will examine the hazard notified and conduct a risk assessment. An action plan will be formulated by the OHS committee in consultation with the staff.
4. The principal is responsible for notifying appropriate authorities where the means to address the issue lies outside the school (eg. properties). The principal must report that it is an OHS issue in the school.
5. Discussions about OHS issues will be made at regular staff meetings and should occur as part of daily work activities
6. OHS policy, procedures / program within the school must be continually publicised amongst existing and new employees.
7. The principal is responsible for maintaining appropriate records (see folder *Occupational Health and Safety and Injury Management*).
8. The occupational health and safety policy and procedures will be monitored and reviewed by the principal on an ongoing basis to ensure that consultation with employees is effective and that all safety issues are being addressed.

Resources:
- *Occupational Health and Safety and Injury Management – A guide for principals and managers*
- *OHS Management Program – Occupational Health & Safety Directorate, Nov. 2008*