Occupational Health, Safety And Welfare Policy

General Statement of Policy
Brighton Secondary School is committed to ensuring that all employees are safe from injury and risks to health at work.

Policy Objectives
• A safe workplace and a safe and healthy working environment.
• Safe systems of work.
• Plant and substances in a safe condition.
• Information, instruction, training and supervision as are necessary to ensure that each employee is safe from injury and risks to health.
• Effective means of consultation with employees and their unions, on all occupational health, safety and welfare issues.
• Effective procedures for the identification, assessment and control of occupational hazards.
• Effective injury and illness reporting, recording and investigation.
• Adequate facilities, including access to medical and health services.
• Effective systems for monitoring the health, safety and welfare of employees' working conditions.
• Effective rehabilitation measures for employees who suffer work-related injuries and illness.

Roles and Responsibilities
Responsible Officer
The Principal is responsible for:
• the provision of a healthy and safe workplace for the school’s employees
• the provision of adequate resources to meet legislative requirements and the objectives of this policy
• ensuring effective implementation of the objectives of this policy by monitoring performance and ensuring accountability of management at all levels.

Business Manager
The Business Manager is responsible for:
• coordinating and managing the school’s occupational health, safety and welfare program in consultation with the Principal
• advising and assisting any member of the school on occupational health, safety and welfare related matters
• inducting contractors and subcontracts in the school’s occupational health, safety and welfare policy and advising of any potential hazard source.

Managers and Coordinators
Managers and coordinators are responsible and accountable for:
• the occupational health, safety and welfare of employees they supervise and for members of the public or employees who are in their area of operation
• implementing the occupational health, safety and welfare policies of the school in a pro-active manner
• identifying, assessing and controlling hazards in the workplace
• maintaining a cooperative and constructive relationships with the school Occupational Health Safety and Welfare Committee, its elected representatives, the school Safety Officer and employees
• induction of hourly paid instructors, induction of new teachers in specialist areas.
Occupational Health and Safety Representatives

Health and Safety Representatives are elected to represent staff within the school. Under the Occupational Health, Safety and Welfare Act, 1986, Health and Safety Representatives have the following rights and obligations:

- inspect the workplace either:
  - immediately if there is an accident or direct risk to the health, safety or welfare of any person; or
  - at any time after giving reasonable notice to management
- accompany an inspector during an inspection of the workplace
- investigate complaints relating to health, safety and welfare made by employees in the constituted work group
- be present at an interview between management and an employee concerning occupational health, safety and welfare if the employee requests it
- make representation to management on any matter related to occupational health, safety and welfare
- issue default notices requiring unsafe situations to be corrected by a certain date
- direct work to cease if an immediate threat to health, safety and welfare is present
- have access to any information available on risks that arise or may arise at the workplace
- the right to attend an approved occupational health, safety and welfare training course in accordance with the provisions set out in the Occupational Health, Safety and Welfare Act, 1986.

Employees

Employees are responsible for:

- taking every care to protect their own health, safety and welfare
- using and maintaining appropriate safety equipment provided by the school and Department of Education and Child Development
- not adversely affecting the health and safety of any other person while employed at the school and DECD
- bringing to the attention of managers or coordinators any information or concerns about a hazard in the workplace
- actively supporting the school’s and DECD occupational health, safety and welfare policies and programs.

Contractors and sub-contractors

All contractors and sub-contractors have a responsibility to:

- apply and comply with such occupational health, safety and welfare policies and procedures as the school requests
- meet all relevant legislation (including Regulations and Approved Codes of Practice) as a minimum standard
- not do anything - by error or omission - that will put at risk their own health or safety, or that of school employees, students, visitors, or the public at large.

Visitors, volunteers and all students

Persons not being employees have a responsibility to:

- abide by all occupational health, safety and welfare policies and procedures set down by the school and DECD
- take reasonable care to protect the health and safety of themselves and others
- not wilfully or recklessly interfere with or misuse anything provided by the school and DECD in the interests of health, safety or welfare.
Consultation
Brighton Secondary School is committed to encouraging consultation and co-operation between management, employees and unions on health and safety issues. The arrangements in place for this consultation are:

- all meetings are expected to have OHS&W as a permanent agenda item
- the establishment of the school’s occupational health, safety and welfare committee
- the election of health and safety committee representatives in designated workgroups within the school
- the requirement for managers and coordinators to consult with the workplace health and safety committee on matters affecting the health safety and welfare of staff under their supervision
- the expectation that employees will bring to the attention of managers, coordinators or committee representatives any hazards in their workplace or matters that adversely affect their health, safety or welfare
- the requirement that the health and safety committee assist in the formation and dissemination of information that assists employees to identify and resolve workplace hazards and thereby encourages them to consult with their supervisors or elected committee representatives.

Policy Implementation
This policy is to be implemented through the prudent application by all staff according to their stated responsibilities of procedures contained in the school’s Occupational Health, Safety and Welfare Procedure Manual.

Specific policies, procedures and practices have been provided to address workplace hazards that exist at this school. All staff are required to acquaint themselves of their detailed responsibilities under the school’s Occupational Health, Safety and Welfare Procedure Manual and apply them to ensure that the objectives of this policy are achieved.

Review of Policy
The school’s Occupational Health, Safety and Welfare Policy will be reviewed on an annual basis by the school’s Health and Safety Committee and revised as necessary.