OCCUPATIONAL HEALTH AND SAFETY POLICY

Our Lady of Perpetual Succour Primary School, West Pymble.
OH&S Policy

PURPOSE
The purpose of this Policy is to establish a framework for Our Lady of Perpetual Succour Catholic Primary School and the employees, students, contractors, and other persons with a legal right to be on premises controlled or managed by the Diocesan School System, to comply with the obligations and requirements of the NSW Occupational Health and Safety Act 2000 and the NSW Occupational Health and Safety Regulations 2001. This Policy is a statement of commitment to Occupational Health and Safety and sets out how the Occupational Health and Safety needs of the school will be met.

POLICY FRAMEWORK
Our Lady of Perpetual Succour Catholic Primary School acknowledges that the dignity, safety and well being of people are central to the Church’s teaching. Our Lady of Perpetual Succour also recognises that it is responsible and accountable for ensuring the health, safety and welfare of employees, students, volunteers, and other people who either enjoy or use the services and facilities of Our Lady of Perpetual Succour or provide services to the School. To meet these social, moral, and legal obligations Our Lady of Perpetual Succour Catholic School is committed to:

- providing a safe and healthy workplace and working conditions that prevent injury and illness
- eliminating or controlling hazards and risks that do, or have the potential to cause injury and illness
- providing for the welfare of our employees and students
- consulting with employees and other stakeholders to achieve these objectives
- clarifying the roles, responsibilities and accountabilities of the members of the school community
- complying with and being guided by the related Occupational Health and Safety support material developed and provided by the Broken Bay Catholic Schools Office
- maintaining and supporting the staff preferred OHS consultation arrangement

POLICY CONTENT
Our Lady of Perpetual Succour Catholic Primary School is committed to ensure the health, safety, and welfare of all employees, students, and other persons who are legally present on school premises. To support the policy, Our Lady of Perpetual Succour Catholic Primary
School will adopt the Broken Bay Diocesan Systemic Schools OHSMS.

In order to achieve the aims and objectives of the Management System, Our Lady of Perpetual Succour will:

- develop the school’s Annual Occupational Health and Safety Management Plan annually
- complete the relevant components of the Broken bay Electronic Audit Tool (BEAT) at the end of each school year
- identify, and assess all existing or foreseeable workplace hazards, then eliminate the hazard, or, develop strategies to control risks arising from a hazard that cannot be eliminated for practical reasons
- develop and maintain an appropriate workplace incident/injury reporting system that will provide Our Lady of Perpetual Succour workplace with information to prevent future incidents and work related injury or illness
- conduct an investigation of all incidents, and circumstances, that may either expose any person to the risk of injury or illness, or result in injury or illness
- employ, and contract when necessary, the services of competent and skilled persons who are sufficiently trained, instructed, and informed to meet their obligations under the policy
- encourage employees to report any suspected workplace hazard, and suspected work related injury or illness affecting themselves or others, at the earliest opportunity, without prejudice to any employee
- ensure that the plant hired, purchased or leased for use at our school meets or exceeds the relevant occupational health and safety standard
- provide for the welfare of our staff and students, and for all injured employees prior to their return to work, in the development of their return to work plans, and in the rehabilitation process following their return to work
- support and value the human rights and cultural heritage of our employees, students, contractors, visitors and volunteers. Cultural sensitivity is a requirement in all aspects of our activities

To achieve these objectives we will consult openly with our employees and other stakeholders, and provide them with sufficient information to assist in the decision making process. Our Lady of
Perpetual Succour Catholic Primary School will value and acknowledge the outcomes of this consultation.

The Committee will meet regularly and Minutes of the meetings will be distributed to the staff. Employees will elect who will represent them on the committee. Employees will be consulted if there are any changes in the work environment, processes or practices which could have health and safety issues and/or any disputes as they arise.

Our Lady of Perpetual Succour Catholic Primary School shall establish appropriate levels of responsibility and accountability for our staff, consistent with their position within the school to meet the policy objectives. These levels of responsibility and accountability will be developed in consultation with the respective staff.

Our Lady of Perpetual Succour Catholic Primary School shall require all contractors, visitors, and volunteers to comply with any direction, procedure, or specific policy, applying to such persons that meet the objects and requirements of the Act.

All employees while at work, and irrespective of their position, shall:

- comply with their obligations under the policy
- take reasonable care, to ensure the health, safety and welfare of themselves, students, and any other person under their control or supervision while at work
- use in accordance with directions, all personal protective clothing or equipment (PPE) provided for their use, and report when PPE provided requires maintenance or replacement
- comply with any reasonable OH&S instruction or direction by a Principal or other designated person
- comply with OH&S policies, procedures and safe work practices developed to enable school management to meet its OH&S obligations
- contribute to the school meeting its OHS strategic plan and performance levels
- report and record all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the workplace, or plant used at work
- assist appropriately in school incident, injury and illness investigations
- participate in risk assessment and the development of hazard and risk control measures and strategies and provide feedback on the effectiveness of these measures
• attend and participate in relevant training or in-service seminars arranged by the Diocesan School System or Our Lady of Perpetual Succour Catholic Primary School that supports the objectives of this policy
• engage openly with the employer in any consultation on OH&S issues, or information, brought to their attention, to assist the employer meet their obligations under the Act

OH&S MANAGEMENT
Through the agreed OH&S consultation arrangement, the OLPS Leadership Team (Principal, Assistant Principal and REC) will utilise the proformas in the Catholic Schools Office, Diocese of Broken Bay Occupational Health and Safety Management System such as:

- School Accident Report
- Accident Investigation Report
- Register of Injuries
- Risk Assessment and Control
- Hazard Report
- Other proformas as determined by the annual plan

Through consultation, the Leadership Team will systematically identify and prioritise work activities that expose members of the school community to known or potential OH&S hazards and risks so that appropriate

- safe work methods and practices are developed
- policies and procedures for managing hazards and risks are developed and implemented

After hazard and risk identification and assessment, in regard to OH&S matters that are outside the authority of the school management, advice and action will be sought from the Catholic Schools Office.

Additionally, the school management, within the scope of its authority, will only contract and/or employ tradespeople who agree to comply with OH&S obligations as determined by Diocesan guidelines.

RELATED POLICIES AND PROCEDURES
OH&S Policy for Diocesan Systemic Schools
First Aid Policy and Guidelines
Sample Purchasing Policy and Guidelines

CONTACT PERSON
The person responsible for the implementation of this policy is the Principal who is responsible for Occupational Health and Safety compliance at Our Lady of Perpetual Succour Catholic Primary School.

POLICY REVIEW
The policy shall be reviewed periodically, or in the event of any information, incident, injury, or illness that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.

POLICY DATES
Date of completion of formulation and adoption August 2008
Date of effective implementation August 2008
Revised and confirmed December 2010
Date of next review August 2014

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Principal Sue Host