

# Dimboola Memorial Secondary College

## OCCUPATIONAL HEALTH & SAFETY RISK MANAGEMENT



This policy should be read in conjunction with the DET's OHS policy and implementation guide.

### Rationale:

- Occupational Health and safety is the responsibility of all employees and students.
- The Principal is responsible for Workcover and rehabilitation.
- All members of the school community should be familiar with the OH&S Act & College policies.
- The policy will be supported by adequate resources.
- An Occupational Health and Safety Representative must be identified and trained as appropriate – currently **Gaynor Baker and Rebecca Barry**.
- Regulations relating to correct use of equipment, plant and substances will be adhered to.

### Aims:

- To create and maintain a healthy and safe working environment
- To create and maintain a team approach to health and safety issues
- To develop and maintain staff health and well-being to better enable staff to achieve the agreed teaching outcomes in the Strategic Plan and Annual Implementation Plans.

### Implementation:

- Appropriate additions will be made to job descriptions to include health and safety awareness and requirements.
- The OHS Committee will work with the OH&S Coordinator for the purpose of monitoring, inspections, recording and recommending improvements in relation to Health & Safety issues.
- The Program Budget line in General Administration will be at least \$1000 for Health & Safety issues. This is in addition to First Aid supplies and Professional Development.
- The College will endeavour to provide the required number of qualified First Aid personnel.
- The College has other support policies and procedures in place; Bullying/Harassment, Critical Incidents, Welfare, Evacuation procedures.
- The College will provide for Professional Development for staff requiring specialised training (e.g. First Aid, AustSwim, Chemical Storage & Handling, OH&S training, sports equipment (e.g. canoes) and use of at risk equipment – power tools etc.
- Formal hazard identification, preventative maintenance and servicing programs; emergency management procedures will be implemented. This will form part of the role of the OHS Committee which will also include an annual inspection of the site as well as inspections of areas identified by staff, or others, as required.
- A formal process for reporting injuries and accidents has been established. A process for investigation of incidents and for reporting of potential hazards is being established. This will involve an OH&S book located in the General Office titled: Hazard Alert Register. Staff and students will be encouraged to fill this in as well as reporting to the Principal and to the Health &

Safety Coordinator.

- Asbestos audit information should be maintained and used to ensure minimisation of risk when work is being undertaken by contractors or by the College. (Please refer to the Asbestos Management Policy)
- Appropriate Health & Safety documents will be obtained and be readily available on the OHS Noticeboard in the staffroom. This will be updated regularly by the OHS Coordinator. The noticeboard will also display the Issue Resolution Procedures as well as the OH&S Act, codes of practice and Safety Information sheets.
- OHS Training Register will be maintained and updated regularly by the OHS Coordinator.
- Use of Ladders is restricted to those staff with appropriate training and licenses.

***Evaluation:*** [This policy was last updated in December 2019 and will be reviewed in December 2021.](#)