

## **GENERAL OCCUPATIONAL SAFETY AND HEALTH POLICY**

Everyone at Child Side School has a responsibility for occupational safety and health – staff, parents, children, visitors etc. Everyone is required to take ‘reasonable care’ of their own safety and health and to avoid harming the safety and health of other people through any act or omission at school.

The school is responsible for providing and maintaining a safe working environment based on what is practicable for the workplace whereby people are not exposed to hazards. This includes:

- Providing and maintaining the grounds and buildings so that they do not expose people to hazards:
  - Workplace inspections carried out regularly (morning boundary walks by Administrator, room inspections at staff dialogue and school development days)
  - Maintenance calendar and file maintained by Administrator
- Providing information, instruction, training and supervision so that staff can perform their work safely:
  - Staff member nominated as OSH Representative in the school.
  - In any contracts entered into with third parties by the school (builders, provision of instruction), the third party is informed that they are expected to comply with their obligations in regard to OSH through the ‘Third Party Declaration’ form.
- Consult with staff, parents, children regarding occupational safety and health at the school (staff dialogue, Governing Council, class meetings, daily incidental dialogue)
  - Staff can access OSH information at the Worksafe Library (9327 8777) or at [www.worksafe.wa.gov.au](http://www.worksafe.wa.gov.au).
  - Staff are consulted about policy amendments through staff dialogue
  - The Governing Council are involved in the policy development process and are required to ratify any amendments to the policy
  - The Governing Council are informed of any reportable incidents and actions needing to be taken at the first meeting following a reportable incident

- When the school (as employer) receives a report of a hazard or injury it must investigate the matter within a reasonable timeframe and determine what action needs to take place and notify the person lodging the report of the action taken.
  - Minor accidents are recorded in the Accident Book located in the office.
  - Notification of serious Injury needs to be made to the Commissioner for OSH. (Fractures to skull, broken arm or leg bones (but not hands or feet). Form available in OSH file. Governing Council also informed.
  - Hazards reported are recorded on 'Hazards, Risks and Controls Form'.

The following policies, procedures and guidelines are separate and specific policies which still come under the umbrella of "Occupational Health and Safety" but needed to be formulated as separate policies for clarity of understanding and implementation.

- Duty of Care Policy
- Managing Children's Behaviour
- Child Protection Policy
- Bullying Behaviour
- Emergency Action Policy
- Asthma Care Policy
- Nutrition, Health and Hygiene Policy
- School Incursions Policy
- School Excursions Policy
- Playground Supervision
- Sickness and Accident Policy
- Sun Protection Policy
- Staff Induction Process
- Staff Mentoring Process
- Staff Dialogue Process
- Staff Reflection and Development Process
- Access to Students Procedure
- Building and Grounds Maintenance Procedures
- 'Zero Tolerance' for Uncontrolled Anger and Physical or Emotional Destruction and Force Policy
- Snake Safety Plan

