Abbotsford Primary School recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site. School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

This policy is consistent with:
(a) The DEECD Mission Statement that schools provide a safe and appropriate teaching and learning environment for both staff and students and
(b) The school’s legal obligations under the Victorian OHS Act 2004 and Common Law duty of care.

Policy Objectives
- To comply with OHS related legislation and DEECD directives or guidelines relating to health and safety.
- To set and measure OHS performance against identified targets.
- To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing recurrence.
- To maintain written records on all OHS activities undertaken.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.
- Adequate resources will be provided to support this policy.

Responsibilities
- As employers, the Principal and School Council have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.
- Employers’ direct duties under the OHS Act also include:
  - Providing and maintaining safe plant and systems of work.
  - Making arrangements for the safe use, handling, storage and transport of plant and substances.
  - Maintaining the workplace in a safe and healthy condition.
  - Providing adequate facilities for staff welfare.
  - Providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.

Responsibility for Occupational Health and Safety has been assigned to: Darcie Jordan

The Principal is the OHS management representative by default, however a management team member with appropriate seniority may be nominated by the Principal to act as the employer’s OHS representative in an operational capacity (ie. OHS Co-ordinator) but the overall responsibility cannot be delegated. The nominated OHS management representative may not also act in the role of elected staff Health and Safety Representative (HSR).
Unit Co-ordinators and/or Key Learning Area Co-ordinators are responsible for the health and safety performance of their team. This responsibility extends to:

- maintaining the workplace in a safe condition and reporting any hazards identified
- actively promoting and implementing agreed OHS procedures
- identifying OHS training needs of both individual staff and the team as a whole.
- **All staff** have a responsibility to take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions
- report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
- follow established safe working procedures.

Abbotsford Primary School is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

**Evaluation**

This policy will be reviewed as part of the school’s four-year review cycle.

This policy was last ratified by School Council in June 2013.