

# Occupational Health and Safety Policy

## AIM:

- To provide and maintain a safe and healthy environment throughout the school.
- To involve all employees in the development of Occupational Health and Safety policies, practices and procedures.
- To educate employees of Occupational Health and Safety hazards and how they can prevent injury or harm to their health.
- To ensure a trained Occupational Health and Safety Representative is appointed at all times whose job is to oversee all the Occupational Health and Safety responsibilities.

## EXPLANATION:

The health and safety of all who are employed by Lycee Condorcet the French School of Sydney and those visiting the school, is considered to be of the utmost importance. The school believes that it is unacceptable for any employee to be exposed to any factor in the workplace that is a risk to their health and safety. Safe workplaces are a legal and moral obligation of the employers.

This policy has been developed in accordance with the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001. This policy recognises that the employer will, to the best of his/her ability, provide and maintain an environment that is safe and free of work related injury, death and disease.

## IMPLEMENTATION:

### **The Principal/Deputy Principal will:**

- Be sufficiently skilled and trained in Occupational Health and Safety so they are able to exercise their rights, responsibilities and obligations effectively.
- Comply with their obligations under the Occupational Health and Safety Act 2000 and Regulations 2001.
- Acknowledge the fact that they have a primary responsibility for the health and safety of those who work under their direction.
- Ensure that Occupational Health and Safety responsibilities are appropriately defined and that the Occupational Health and Safety Representative receives the training and resources he/she needs to carry out the Occupational Health and Safety responsibilities competently.
- Acknowledge that they have a duty to provide and maintain a working and learning environment and conditions that are safe and without risk to health.
- Ensure that students, visitors and contractors comply with the Occupational Health and Safety procedures whilst at the school.
- Ensure that the risk management procedures, which are adopted, are appropriate for the school.
- Ensure a high standard of behaviour is set as an example for the employees of the school.

- Develop good working relations with their employees through demonstrating commitment and co-operation and involve their employees in the consultation, identification of hazards, assessment and control of risks in the work place. This will lead to effective prevention methods of work related death, injury, illness or disease.
- Provide the resources, training, information and levels of supervision needed to achieve the policy's objectives.

**The Occupational Health and Safety Representative will:**

- Be sufficiently skilled and trained in Occupational Health and Safety so they are able to exercise their rights, responsibilities and obligations effectively.
- Comply with their obligations under the Occupational Health and Safety Act 2000 and Regulations 2001.
- Develop procedures, which will manage the risks of the workplace hazards.
- Ensure that Material Safety Data Sheets are available for all chemicals used at the school and ensure all chemicals are used and stored appropriately.
- Complete two workplace inspections per year and report findings to the Principal/Deputy Principal.
- Ensure that all current and foreseeable workplace hazards (including the potential workplace violence and aggression) are identified and assess the risk associated with them and develop strategies to eliminate or control the risks.
- Maintain an appropriate incident and injury reporting system that will provide the school and employees with information to help prevent incidents and work related injury or illness in the future.
- Encourage employees to report to the Principal/Deputy Principal and workplace hazards, work related injury or illness affecting themselves or others, as soon as possible.
- Develop appropriate strategies for ensuring that facilities or anything that is purchased or provided to the school meets all relevant standards.
- Review the contents of all first aid boxes and backpacks and make sure they are fully stocked at all times.

**Employees will:**

- Be sufficiently skilled and trained in Occupational Health and Safety so they are able to exercise their rights, responsibilities and obligations effectively.
- Comply with their obligations under the Occupational Health and Safety Act 2000 and Regulations 2001.
- Be required to take all reasonable practicable steps for their own health and safety and the safety of others.
- Become familiar with the school policies and procedures and act accordingly.
- Receive training and information in health and safety matters.
- Be responsible for notifying the Principal/Deputy Principal and the Occupational Health and Safety Representative on any hazards as soon as possible, so problems can be identified and actions taken to rectify them.
- Contribute with the school in meeting its Occupational Health and Safety strategic plan and performance levels, by complying with Occupational Health and Safety procedures.
- Participate in any training arranged to support the implementation of this policy.
- Use protective clothing/equipment whilst engaged in jobs that may cause harm to them.
- Be a good role model to other employees in the matters of Occupational Health and Safety.

**Induction training:**

All new employees must receive Occupational Health and Safety induction training. In accordance with the specific requirements of the Occupational Health and Safety Regulations 2001 the French School of Sydney's induction program must include, but not be limited to, the following:

- Demonstrating to the employee how to do the job safely.
- Providing the required information on regulations, policies and procedures and supervision (Provide a Copy).
- Introduce the first aid officers and show the location of the first aid supplies.
- Introduce the Occupational Health and Safety Representative.
- Explain to the new employee the roles and responsibilities of the other staff members.
- Show employee how to safely use, store and maintain equipment and any hazardous substances in the school.
- Inform the employee about hazards in the workplace and how they are controlled, how to report health and safety issues, how they will be kept up to date with information regarding Occupational Health and Safety and about workers compensation claims.

**Risk Management Training:**

All employees will have the opportunity to be trained in risk management during staff meetings. They will also be provided with all the available information regarding risk management, allowing them to:

- Identifying hazards
- Assessing risks arising from those hazards
- Monitoring or reviewing risk control measures
- Providing information

**Policy Review**

This policy will be reviewed each year and at other times if any significant new information or legislative or organisational changes warrants a change in his document.

*Reference: Managing a childcare service: A hands-on guide for service providers. Community Childcare Co-operative, Sydney 2004.*