



HEALTH AND SAFETY POLICY

GUIDELINES

Penola High School will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures which document standards and guide managers and staff in carrying out their responsibilities to:

- Identify hazards and risks to health and safety associated with tasks and activities carried out at Penola High School.
- Assess the degree and level of risks arising from hazardous tasks or activities.
- Select, implement and maintain appropriate measures to control risks to health and safety.
- Consult with staff and their representatives on matters which may affect their health and safety.
- Identify, develop and provide appropriate information, instruction and training to equip managers and staff with the knowledge and skills necessary to meet their responsibilities.
- Develop, implement and monitor plans to put Penola High School's health and safety policies and procedures into effect.

RESPONSIBILITIES

RESPONSIBILITY OFFICER

The Principal as the responsible officer has the overall responsibility to provide a healthy and safe workplace for staff and ensure adequate resources are provided to meet the health and safety objectives and implement strategies.

In particular the Principal will ensure that:

- Appropriate health and safety policies and procedures are developed and implemented to enable the effective management of health and safety, and control of risks to health and safety.
- Mechanisms are provided which enable the identification, development, implementation and review of appropriate health, safety and welfare related policies and procedures.
- Provision is made to enable the occupational health and safety representative and staff to be consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures which may affect their occupational health and safety.
- Managers are provided with the necessary knowledge and skills to enable them to carry out their health and safety responsibilities effectively.
- Occupational health and safety performance is an integral component of the Penola High School budget.
- Mechanisms are provided to monitor and report on health and safety performance regularly.
- Strategic plans are reviewed annually and changes implemented if necessary, to meet ongoing health and safety objectives.

OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE

The Representative has the responsibility of coordinating Penola High School's management of health and safety on behalf of the Principal. The Occupational Health and Safety Representative does not assume the responsibilities of Principal.

The Representative has the responsibility to:

- Coordinate the identification, development, implementation and review of health and safety related policies and procedures.
- Assist the Principal in monitoring and evaluating hazards and risk control measures.
- Assist the Principal in the identification, development and provision of appropriate health and safety related information, instruction and training.

- Monitor and advise on legislative and technical changes relating to health and safety.
- Provide reports to the Principal on any concerns related to the health and safety at Penola High School.
- Support staff with regard to policies and safe work procedures.
- Represent staff on health and safety matters.
- Investigate health and safety related complaints prior to representation to management.
- Make representation to management and report to staff on any matter relating to health and safety.
- Discuss with staff any proposals or matters which may affect their health and safety.
- Assist management in the identification of hazards, the assessment of risks and implementation of risk control measures.
- Ensure that health and safety policies and procedures are adhered to.

THE PRINCIPAL

Has a responsibility in their areas of control (eg. supervising staff, faculties, home groups) to:

- Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures.
- Ensure that policies and procedures are effectively managed.
- Ensure that all risks to health and safety are identified, assessed and effectively controlled.
- Ensure that the effectiveness of risk control measures are regularly monitored and deviations from standards rectified.
- Ascertain that the health and safety representative and staff have adequate knowledge and skills to carry out relevant health and safety responsibilities.
- Ensure that the Representative and Staff are consulted on any proposals for, or changes to the workplace, work practice, policies or procedures which may affect the health and safety of Staff.

STAFF

Staff have a legal duty to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

In particular, staff should:

- Report any incident or hazards at work to the Principal or OHSW Rep.
- Carry out roles and responsibilities as detailed in the relevant health and safety policies and procedures.
- Obey any reasonable instruction aimed to protect their health and safety at work.
- Use equipment provided to protect their health and safety while at work.
- Assist in the identification of hazards, the assessment of risks and the implementation of risk control measures.
- Consider and provide feedback on any matters which may affect their health and safety.
- Ensure they are not affected by any drug which may endanger their own or any other person's health and safety.

HEALTH AND SAFETY COMMITTEE

Penola High School has established a Health and Safety Committee.

The responsibilities of the Committee are to:

- Assist in the development, monitoring and review of health and safety policies and procedures.
- Consider any proposal for, or changes to, the workplace, policies, work practices or procedures which may affect the health and safety of staff.
- Promote the importance of health and safety amongst management and staff.
- Monitor Penola High School's performance in health and safety.
- Monitor rehabilitation of injured staff.
- Assist in the resolution of health and safety disputes.

REVIEW OF POLICY

This Occupational Health and Safety Policy will be reviewed annually in consultation with management and committee members.

The review will involve assessing the effectiveness of the policy and program and include:

- Reviewing overall health and safety performance, and
- Monitoring the effectiveness of policies and procedure.

DISSEMINATION OF POLICY

As part of each staff member's induction, a copy of Penola High School's Occupational Health and Safety Policy will be provided. Staff will have ready access to all health and safety policies and procedures through the Health and Safety Representative.

REVIEW DATE

December 2021