

Rationale:

- A healthy and safe environment is vital to the successful functioning of our school, including our After School Care Program. Promotion and maintenance of a safe working environment is a responsibility shared by all.

Aims:

- To ensure that appropriate standards of workplace health and safety are maintained at all times.
- To raise the profile of Occupational Health and Safety issued within the school.
- To create a team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Specific areas covered in Health and Safety Policies include:

- NUTRITION, FOOD AND BEVERAGE DIETARY REQUIREMENTS
- SUN PROTECTION
- WATER SAFETY, INCLUDING SAFETY DURING ANY WATER BASED ACTIVITIES
- ADMINISTRATION OF FIRST AID
- SLEEP AND REST FOR CHILDREN

Details of these policies can be found at: <http://www.kyabramp-12.vic.edu.au/> and are also located in hard copy at the OSHC centre.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- An Occupational Health and Safety Committee will be established and it will meet at least once per term.
- Children will have access to safe drinking water at all times.
- Children at our After School Care Program will be offered food and beverages, appropriate to the needs of each child at appropriate times.
- Adequate health and hygiene practices will be in place including washing of hands, handling, preparation and storing of food.
- A weekly menu will be displayed describing the food and beverages to be provided each day
- Food or beverage provided is chosen having regard to the dietary requirements of individual children taking into account the child's growth and development needs and any specific cultural, religious or health requirements.
- Safety during water based activities adhered to at all times with regard to appropriate supervision and water safety awareness.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits and draft reports for OH&S committee to act upon.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements etc.

- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times.
- All accidents and incidents will be investigated and reported to the appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Co-ordinator as necessary.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee or after any serious incident.

Review:

This policy was reviewed in 2020 and will be reviewed every three years.

RATIFIED BY COLLEGE COUNCIL

_____ Date: 19/03/2020
College Council President

Review Date: March 2023

