



OHS Consultation & Communication

POLICY

1. **Purpose:**

1.1 A healthy and safe working environment is vital to the successful functioning of our school and the wellbeing of our staff. Promotion and maintenance of a safe working environment is a responsibility shared by all.

1.2 To ensure:

- That appropriate standards of workplace safety are maintained at all times.
- A strong profile of Occupational Health and Safety within the school is raised.
- Appropriate consultation and communication regarding OHS matters occurs for all.
- Prevention of accidents, injuries and disease in the workplace

2. **Implementation:**

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- Open, honest, clear and accurate communication between all parties is a characteristic of safe and accident free workplaces.
- An Occupational Health and Safety Committee will be established and it will meet at least monthly consistent with an OHS committee Charter that it develops. An Occupational Health and Safety Representative (OHSR) will be elected by staff. The OHSR and the principal will be members of the OHS committee.
- School Council will provide funds to ensure that the appointed workplace OHSR receives the appropriate 5 day OHSR training and accreditation program.
- The OHS committee will establish and conduct an annual OHS activities calendar of mandated and situational OH&S requirements including communication of OHS policy with staff, OHS presentations, walk-through audits, workplace and first aid inspections, policy and first aid reviews, emergency drills, electrical tag and testing programs, reviews of the OHS Risk Register, training programs etc.
- The OHS committee will communicate openly and freely with all staff.
- This will include the establishment of an OHS notice-board in the staffroom that will include all minutes of OHS meetings, our OHS Committee Charter, OHS newsletters, our Agreed OHS Issue Resolution Process, names and contacts of all OHS committee members including the elected OHSR, our Consultation and Communication policy, our current First Aid Summary Sheet, our Risk Management and Occupational Rehabilitation Program Statement, our agreed Issue Resolution Flowchart, our OHS Activities Calendar, the Workcover 'If You Are Injured' poster and our Emergency Plan.

- OHS matters will regularly form part of general staff meeting agendas.
- Staff members will always be invited to contribute at any time to OHS matters, inspections or reviews that involve them or their work.

3. Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community. This policy will be reviewed as part of the school's three-year review cycle.