

OHS POLICY

PURPOSE

This Policy explains the management of health, safety and wellbeing at Eildon Primary School.

SCOPE

This policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

POLICY

DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent education and work performance outcomes and commits, so far as reasonably practicable to:

Prevent workplace injuries and illnesses by:

- Identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of or as a result of undertakings conducted by DET.
- Promoting the reporting of incidents and hazards and investigating where appropriate to prevent reoccurrence.
- Providing and maintaining workplaces that are safe and healthy without risks to mental health.

Enhance workplace culture by:

- Actively demonstrating and promoting a positive, inclusive and supportive working environment
- Promoting an HSW reporting and learning culture
- Recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.

Consult, collaborate and communicate with employees including health and safety representative and other groups within DET:

- On identified hazards and proposed decisions and changes that may affect the health and safety of person, including : job role, systems of work, plan and substances and workplace facilities
- On issue resolution processes
- On provision of information, instruction, supervision and training
- By providing employees with a reasonable opportunity to express their views expressed during consultation

Allocate adequate resources by:

Eildon Primary School



- Providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations.
- Promoting access to support services, information and training
- Providing and maintaining physically safe and healthy workplaces

Provide transparent and robust information, training, instruction and documentation on:

- Individual health and safety accountabilities for all employees across DET
- Legislative and DET HSW requirements

Drive continuous HSW improvement by:

- Using evidenced based data to inform DET strategic direction and measurable objectives
- Monitoring and reporting on HSW performance outcomes
- Strengthening leadership capability
- Maintaining, monitoring and reviewing the OHS Management System.

DET employees, visitors, students, volunteer workers and contractors are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

FURTHER INFORMATION AND RESOURCES

- DET's OHS Management System sets out how this policy is to be implemented.

REVIEW PERIOD

This policy was approved by School Council on **4th August, 2022** and is scheduled for review on 2026.