



Policy Name	Occupational Health & Safety Policy
Related Policies and Legislation	Education Act 1999; Education Regulations 1999; Occupational Safety & Health Act 1984; Occupational Safety & Health Regulations 1996 AISWA Guidelines – Occupational Safety & Health
Policy Category	Student Health & Wellbeing Staff Health & Wellbeing
Relevant Audience	All Treetops Community
Date of Issue / Last Revision	02 June 2011 29 October 2015 08 September 2016
Date Set for Review	September 2019
Person/s Responsible for Review	Treetops Administration

Occupational Health & Safety Policy

Purpose

Outlines the responsibilities of the Principal, staff, parents and visitors in ensuring compliance with occupational health & safety regulations.

Policy

Treetops Montessori School values the safety and health of all people involved with its activities and is committed to achieving the highest standard of safety and health.

Treetops Montessori School operates within the context of the Education Act 1999 and Education Act Regulations 1999, as well as other relevant legislation including the Occupational Safety & Health Act 1984.

The school, through its Principal, is responsible for:

- Ensuring compliance with occupational safety and health regulations;
- Providing a safe workplace for everyone in the workplace to prevent work-related injuries and diseases;
- Providing for employees to be informed and involved in workplace safety and health issues;
- Supervising or providing training to employees prior to commencing new tasks or using new equipment;
- Ensuring new employees receive information, training and supervision;
- Ensure election of an OHS representative, and provide training and support;
- Ensure an OHS Committee is set up and meets to review OHS items and concerns;
- Review and update related policies and procedures e.g. risk assessment, evacuation policy.

School staff are responsible for:

- Following safety and health instructions and using equipment provided by the employer to protect their safety and health;
- Identifying and reporting in writing any workplace incidents or hazards;
- Being involved in resolving safety and health issues;
- Ensuring that the children adhere to safety and health requirements.

Parents and Visitors are expected:

- To follow safety and health instructions while on the premises of the workplace;
- Not to interfere or remove any safety or health signs or equipment;

Operational Guidelines

- An OHS Representative will be elected at the first staff meeting of the year.
- Time will be allocated for OHS Representative to carry out duties including worksite inspections and writing of reports.
- OHS will attend the OHS Representative training course, at the school's expense.
- An OHS Committee will be set up, which will meet a minimum of 4 times per year. More frequent meetings will be arranged if deemed appropriate.
- The OHS Committee will review 2 OH&S Classroom reports per year (Term 1 and 3), and will conduct 2 external safety audits (term 2 and 4).
- The OHS Committee should make a report to the staff meeting that follows the OHS Committee meeting – 4 meetings per year.
- Storage, stationery and photocopying facilities will be made available to the OHS Rep to aid him/her in the performance of OHS duties.
- All Accident Reports will be investigated, a copy given to the Principal and the original filed appropriately. Reports of accidents to a student should be kept until they are 24 years of age, those of accidents to adults for 6 years.
- All OHS information will be readily available to all staff upon request.
- A policy on evacuation procedures will be updated by management in consultation with OHS Rep(s) annually and included in the policy file.
- Written reports of faults and hazards should be made in the maintenance person's communication book located at the front office. The OHS Representative should also be notified. It is the OHS Representative's duty to refer such reported issues to management for action to be instigated.