



OCCUPATIONAL HEALTH and SAFETY (OH&S) POLICY

Plenty Parklands Primary School recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

School Leadership is committed to promoting a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, cooperative approach between employees and management on OH&S issues will be encouraged.

This policy is consistent with:

- (a) the DET OHS Policy that schools provide a safe and appropriate teaching and learning environment for both staff and students and
- (b) the school's legal obligations under the Victorian OHS Act 1985 and Common Law duty of care.

POLICY OBJECTIVES

- allocating adequate resources to maintain healthy, safe workplaces
- providing appropriate information and training for principals/managers and employees to enable them to perform their OHS roles and responsibilities;
- holding all levels of leadership accountable for the health & safety of employees under their management;
- consistently applying DET OHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards;
- reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence;
- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and
- monitoring, reviewing and improving health, safety and wellbeing management systems.

RESPONSIBILITIES

As employers, the **Principal** and **School Council** have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

Employers' direct duties under the OH&S Act also include:

- providing and maintaining safe plant and systems of work
- making arrangements for the safe use, handling, storage and transport of plant and substances
- maintaining the workplace in a safe and healthy condition
- providing adequate facilities for staff welfare
- providing such information, instruction, training (MyLearnED in EduPay) and supervision to staff to enable them to perform their work in a safe and healthy manner.

The Principal has overall responsibility for the health and safety performance of staff, volunteers and contractors.

The Principal is the OH&S management representative by default. However, a management team member with appropriate seniority may be nominated by the Principal to act as the employer's OH&S representative in an operational capacity (ie. OH&S Coordinator) but the overall responsibility cannot be delegated. The nominated OH&S management representative may **not** also act in the role of elected staff Health and Safety Representative (HSR) as per *section 21 (4ca) OH&S Act*.

DET employees, visitors, volunteers and contractors are required to:

- report hazards and incidents;
- participate in training;
- consult and cooperate with DET on safety related matters; and
- follow safety instructions and observe the wearing of personal protective equipment, as required

We are responsible for ourselves and to also look out for each other in line with our school value of care. For other types of staff wellbeing issues/concerns, seek support from peers/leaders.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Hard copy available from the school office upon request

EVALUATION

This policy will remain valid unless superseded by a change to legislation or recommended best practice.

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2022
Consultation	OH&S Representative Leadership School Council
Approved	November 2025
Next scheduled review date	November 2025