



Colo Heights Public School

Occupational Health and Safety Policy Statement

Last revision: 2005

Rationale

This school recognises the rights and duty of care responsibilities of everyone in this workplace under the NSW Occupational Health and Safety Act 2000 and OHS Regulation 2001. This school is committed to promoting a proactive and positive safety culture by providing resources, procedures and consultation arrangements to ensure a safe, healthy and harmonious workplace for all employees and visitors.

Aims and Objectives

Aims

- To consult all employees on a regular basis concerning the implementation of safe practices and work systems
- To act on concerns, ensuring staff practices and work environments and safe

Implementation

1. The principal is responsible for the promotion of a safe and healthy workplace
2. Staff with concerns or issues regarding OH&S must promptly report matter to the principal
3. The principal or delegated representative will document concern and establish an action plan to address issue
4. The principal or delegated representative will provide feedback to employees regarding the progress and outcomes of the concern or issue and respond within an appropriate timeframe. Issues will be prioritised according to their urgency and complexity
5. The principal is responsible for notifying appropriate authorities where the means to address the issue lies outside the school (eg. properties). The principal must report that it is an OH S issue in the school.
6. Discussions about OH&S issues will be made at regular staff meetings and should occur as part of daily work activities
7. OH&S policy and procedures within the school must be continually publicised amongst existing and new employees.
8. The principal is responsible for maintaining appropriate records (see folder *Occupational Health and Safety and Injury Management*).
9. The occupational health and safety policy and procedures will be monitored and reviewed by the principal on an ongoing basis to ensure that consultation with employees is effective and that all safety issues are being addressed.

Risk Management

- It is the responsibility of all staff, students and community members to notify the principal of any OHS concerns.
- The principal will conduct risk management assessments once per semester and make the results of these assessments available to staff. The principal will follow the following procedure.

Key Steps	Resources
Step 1 Identify hazards	<ul style="list-style-type: none"> • OHS Workplace Inspection Checklists • Hazard Report Form • Incident Investigation Form
Step 2 Assess the risk	<ul style="list-style-type: none"> • The Risk Assessment Matrix provides a system for ranking risks according to severity and likelihood.
Step 3 Eliminate or control the risk	<ul style="list-style-type: none"> • The Hierarchy of Controls outlines the order in which controls should be considered for implementation
Step 4 Document	<ul style="list-style-type: none"> • The Risk Management Form provides a valuable tool for documenting complex risks/hazards, • Hazard Report Form can be used to document those risks which are dealt with through simple/straightforward controls.
Step 5 Communicate the risk management plan	<ul style="list-style-type: none"> • Sections 8 and 14 of the OHS Act 2000 refer to providing relevant information, instruction, training and supervision as may be necessary to ensure health and safety at work.
Step 6 Monitor and review the plans	<ul style="list-style-type: none"> • The OHS Risk Management Form provides a section to record any monitoring and review actions.

Consultation

The school will consult with all employees in implementing safe practices and work systems.

The staff is responsible for raising specific health and safety issues that arise in relation to the employees at Colo Heights Public School and ensure that the principal is kept informed. It is then the responsibility of the Principal to ensure that any report is investigated and acted on to ensure safety for all in the workplace.

Consultation on OH&S matters should also occur as part of daily work activities between staff in particular when planning and implementing new work systems and practices.

Plant and Equipment

All equipment purchased by the school for use by the General Assistant will be purchased through approved government contractors. All instructional material for this equipment will be stored in the office. Equipment will be inspected regularly by the General Assistant to ensure that it remains in a safe working order.

Fire extinguishers will be inspected annually by an approved contractor to ensure they are in working order. Staff will ensure that extinguishers are free from obstruction at all times.

Electrical equipment will be inspected and tagged regularly by qualified contractors. Staff will notify the principal immediately of any electrical equipment that has apparent damage to the equipment, plug or cord. This equipment will be withdrawn from use until it is inspected and repaired.

Personal Protective Equipment

Staff will wear appropriate personal protective equipment at all times.

The General Assistant will wear ear and eye protection as required. All staff will and students will follow sun safe procedures.

Chemical Safety

The General Assistant will complete and update a chemical register each term to identify all chemicals present in the school. A Material Safety Data Sheet for each chemical will be stored in the office for staff to access.

Emergency Preparedness

A school Serious Incidents Management Plan will be developed, reviewed annually and made available to all staff.

Emergency evacuation and lock down procedures will be developed. These procedures will be enacted through drills once each semester. After each drill the procedures will be reviewed and modified.

The School Administration Manager will ensure that all first aid kits are adequately stocked and clearly labelled.

A register of injuries will be accurately maintained.

Related documents

- Occupational Health and Safety and Injury Management – A guide for principals and managers
- NSW Department of Education and Training and NSW TAFE Commission Occupational Health and Safety Policy
- Management of Serious Incidents
- Memorandum to principals: OH&S responsibilities and support for Principals, DN/02/00449
- DET OHS Intranet Site <https://detwww.det.nsw.edu.au/adminandmanage/ohands/index.htm>
- Colo Heights PS Emergency Evacuation and Lock Down Procedures
- Colo Heights PS Serious Incident Management Plan

Appendix A – Hazard Report Form



**Colo Heights Public School
Occupational Health and Safety Policy Statement
For Immediate Referral to Principal**

THIS SECTION TO BE COMPLETED BY THE REPORTER OF THE HAZARD

Date: _____ Time _____

Where is the hazard located?

What is the hazard?

Who is at risk?

Was any action taken?

Reported by: _____

Referred to:
(Principal/Manager or delegate)

Preliminary risk assessment:
Please circle one

1-2 Extreme risk – immediate action required

3-4 Moderate risk – action must be taken as soon as possible

5-6 Low risk – manage by routine procedures on a later date

THIS SECTION TO BE COMPLETED BY THE PRINCIPAL

Corrective action: *completed* *incomplete*

Interim control(s) required: _____

Long term control(s) required: _____

Principal/Managers' signature: _____

Date: _____

If further consultation and risk assessment is required please complete Risk Management Form

Appendix B - Incident Investigation Form



**Colo Heights Public School
Occupational Health and Safety Policy Statement**

Particulars of persons involved

Name of injured person/s

Name and contact details of other parties involved or witness to incident.

DETAILS OF INCIDENT (establish the facts and where applicable, take photographs and draw a diagram of the incident scene)

• **Section 1 Details of situation**

What was the exact location and time of the incident?
What task was the person performing when the incident occurred?
Describe the conditions of the work area where the incident occurred?
On the incident date, how long had the person been performing the task?
What was damaged/who was harmed and what was disrupted?
What had the person been instructed to do?

What were the activities leading up to the incident?
What supervision was provided to the person doing the tasks?

• **Section 2 Training and competency**

What training had the person received for the task?
What extra training should the person receive?

What training had the supervisor received?

• **Section 3 Existing OHS procedures**

Was this a known risk which had been assessed?
If yes, what risk controls had been recommended?
If not, give reasons?

Were the controls used?

What written safety/operating procedures were available for the task?
What policies and procedures are relevant to this situation?

- **Section 4 Contributing Factors to the Incident**

What was the sequence of events that lead up to the accident or incident? Try and work backwards from the FINAL EVENT to identify the contributing factors to this incident, which will help identify recommendations for preventative action required

1	
2	
3	
4	
5	

CORRECTIVE ACTION PLAN

Immediate corrective action specific to this incident

Corrective action specific to this incident

Corrective action specific to this incident	Action	Responsibility for action	Date to be completed	Date Completed
OHS management/responsibilities				
Consultation/communication				
Corrective action				
Policies/procedures				

If a more detailed risk assessment is required the risk management form provides a structured approach for further analysis and implementation of controls.

Appendix C – Risk Assessment Matrix

How severely could it hurt someone or how ill could it make someone?	very likely could happen anytime	likely could happen sometime	unlikely could happen, but very rarely	very unlikely
Kill or cause permanent disability or illness	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days of work	2	3	4	5
First aid needed	3	4	5	6

Appendix D - Hierarchy of Controls

Eliminate the risk, or if this is not reasonably practicable, control the risk to the fullest extent possible by using the following hierarchy of controls.

Eliminate the hazard	Remove the hazard from the workplace. Stop using it, buy different substances or materials which don't create a hazard or change the activity so that the hazard is not used
Substitute the hazard	Replace the material, process, chemical or machine with a less hazardous one to lower the risk from the hazard.
Isolate the hazard	Isolate the hazard from the person at risk such as guarding of equipment and machinery or locating noisy machinery away from the main work area
Use engineering controls	Design and install equipment to counteract the hazard such as installing an extraction system to remove dangerous fumes or dust or installing lifting equipment for heavy loads.
Use administrative controls	Establish and document work procedures and safe work practices. Examples include supervision of students, behaviour management programs, instruction and training in safe work methods, documented classroom safety procedures
Use personal protective equipment	Use appropriately designed and properly fitted equipment such as safety goggles, ear muffs in conjunction with other control measures identified from above.

Appendix E – OHS Risk Management Form



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Task or Activity:			Location:				
Hazard/ Risk Identification (Type/Cause)	Assess Priority (Matrix)	Current Controls (Are these still effective? Can they be improved?)	Risk Management Plan Elimination or Control Measures (Elimination Substitution Isolation Engineering Administration PPE)				
Risk of injury/illness due to			Action Summary Immediate/Interim Control	Who	When		
			Long Term Control				
Consulted with _____ Coordinator: _____ Date: _____			Action Plan Communicated to _____ Via _____				
Monitor and Review							
<ul style="list-style-type: none"> Are the controls still effective? Have there been any changes? Are all staff aware of the controls? Have new hazards been identified? 				<ul style="list-style-type: none"> What further actions are required? 		Who	When
Signature: _____ Review Date: _____							

*Note – where specialist assistance is required contact your Regional Office or refer to Memorandum DN/02/00449 OH&S Responsibilities and Support for Principals

