Occupational, Health & Safety (OHS)

Policy Scope
This policy relates to ACC Hume Ltd.

Policy
The purpose of this policy is to outline the school’s approach to OHS including:

1. Guidelines for staff, students, and members of the school community
2. Procedures for identifying & managing OHS issues
3. Procedures for promoting a culture of OHS awareness in the school

Communication Strategy
The Principal will ensure that this document is accessible for the whole school community via the school website.

Guidelines for staff, students, and members of the school community
1. All individuals must take reasonable care of their own health & safety
2. All individuals must take reasonable care to ensure that their conduct does not adversely affect others
3. All individuals are to play a role in identifying, reporting and managing OHS issues
4. The Administration Officer is the OHS Officer.

Identifying & Managing OHS issues
1. If a student or a member of the school community identifies a potential OHS issue, they should report the issue to a staff member.
2. The staff member will make a note of the issue in the Maintenance Book for action.
3. The Principal or the OHS Officer will ensure that the safety issue is managed to the appropriate level by facilitating repair and/or managing access to the area.
4. The Principal or the OHS Officer will maintain a register of issues and actions relating to OHS in the Maintenance Book.

The promotion of a culture of OHS awareness in the school
1. The Principal and the OHS Officer will promote OHS awareness by:
   a. Promoting a culture of safety at appropriate times such as school assembly and staff meetings.
   b. Conducting an annual safety audit of the campus. The audit will include identifying storage of dangerous chemicals.
   c. Ensuring that there is an appropriate response to issues being raised.

Maintenance relating to OHS
1. Staff members who can request maintenance by completing a record in the Maintenance Book.
2. The Maintenance Manager will ensure that the request is resolved as per direction from the Principal or OHS Officer.
3. Items in the Maintenance Book marked as Priority and identified as an OHS issue will be dealt with at the earliest possible. The issue may require to be sectioned off or listed as out-of-action until resolved.

Documentation
1. Maintenance Book

Policy Review
On change of legislation or at the discretion of the School Board of ACC Hume Ltd

Policy Version
4.0