

# Occupational Health & Safety (OHS)

## Policy

The college is committed to providing a safe and healthy work environment for all employees. It is the policy of the college to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees.

## Responsibilities of the Principal

The Principal is responsible for:

1. Providing the information, instruction, training and supervision necessary to ensure the health and safety at work of employees, students, contractors and others.
2. Creating a culture of safety by working with staff members to identify and resolve health and safety issues.
3. Maintaining the school in a safe condition.

## Procedure – Training

1. One staff member in the school office will be designated by the Principal as the Health and Safety Representative (HSR).
2. The HSR will complete an OHS training course.
3. The HSR will use their skills to assist other staff members to identify issues that arise and to work with the Principal to formulate an appropriate response.

## Procedure – Culture of Safety

1. The Principal will form an OHS committee consisting of the HSR staff member and at least one teacher.
2. The sub-committee will meet once per month to identify OHS issues and to record how the college has responded to the issues.

## Procedure – School Maintenance

1. Please refer to the [Maintenance Policy](#).

## Version

2.0

## Review

2016 or as required