THE OHS ACT

The Occupational Health and Safety Act covers all workplaces. The main features of the Act are:

1. A duty of care principle for all employers to ensure the health, safety and welfare of employees and others in the workplace.
2. An obligation for employers to establish that all reasonably practicable measures have been taken to control risks against all possible injuries arising from the workplace.
3. People in control of workplaces used by non-employees must ensure the health and safety of people who use the premises as a place of work.
4. The employers "duty of care" applies to all people in the workplace including visitors, contractors and others.
5. A general obligation on manufacturers and suppliers of plant and substances to ensure that their products are not a risk to health when properly used and to provide information on the correct use and potential hazards associated with the use of the products in the workplace.
6. A general obligation on employees to take care of others and co-operate with employers in matters of health and safety.

POLICY STATEMENT

1. Mansfield Rudolf Steiner School & Kindergarten is committed to uphold, observe and implement the requirements of the Occupational Health and Safety Act - 1983.
2. All practical measures will be taken to ensure that the workplace (including offices, classrooms, and outdoor areas) under the control of the School is safe and without risks to health, and that the behavior of all persons in the School property is safe and without risks to health.
3. The Act allows for the optional formation of an Occupational Health and Safety Workplace Committee. In our School the Buildings & Grounds Subcommittee is the body mandated for this purpose. The brief of this committee will be, in part, to make recommendations to the School Leadership Team and/or the Governance Committee relating to the development and maintenance of this policy. Committee members will undergo appropriate training and will, if possible, be formed by a representative from the following areas:
   a. Administrator
   b. School Leadership Team
   c. Governance Committee
   d. Grounds & Maintenance Staff
The committee may invite other staff to attend meetings as required to assist in development of specialist areas.

**PROCEDURES AND GUIDELINES**

This policy will be implemented on an ongoing basis by the School. In particular, the following areas will be monitored and developed:

1. OH&S training and education
2. workplace design and standard work methods
3. changes to work methods and practice including those associated with technological change
4. safety rules
5. emergency procedures and drills
6. provision of OH&S equipment and services as required
7. workplace inspections and evaluations
8. reporting and recording of incidents, accidents, injuries and illness
9. provision of OH&S information to employees and contractors/or sub-contractors

**SPECIFIC RESPONSIBILITIES**

**GOVERNANCE COMMITTEE**

Ultimate responsibility for OHS compliance rests with the School Governance Committee. In practice, management and procedures are delegated to the School Leadership Team.

**SCHOOL LEADERSHIP TEAM**

The School Leadership Team is required to ensure that this policy is effectively implemented in the School. They are mandated by the Governance Committee to:

10. Provide for staff and students a safe, ordered, secure and caring environment which is conducive to working and learning.
11. Develop, implement, monitor and review policies, strategies, programs and procedures to minimise risk and seek to secure a safe and healthy working environment.
12. Provide information, education and training necessary to ensure health and safety at work.
13. Ensure that the provision of equipment systems at work and physical working conditions are reviewed to minimise risk.
14. Ensure that physical working conditions in at risk work areas are regularly reviewed.
15. Ensure that the Occupational Rehabilitation policy and procedures of the School are implemented when required by that policy, in order to provide effective occupational rehabilitation.

**TEACHING STAFF**

Full time teachers are responsible that all practical measures are taken to ensure that the workplace or classrooms under their control are safe and without risks to health and that the behaviour of all persons in the workplace is safe and without risks to health.
If a staff member does not have the necessary authority or capacity to fix a problem, they are to report the matter promptly together with any recommendations for remedial action to the School Administrator, another member of the OHS Subcommittee or the School Leadership Team.

In particular, in exercising their duty of care to the students, staff must ensure students are supervised appropriately eg: classroom teaching, playground duty, camp or special event activities.

**OTHER STAFF AND STUDENTS**

Staff and students are required to co-operate with this policy and participate positively in programs to ensure their own health and safety and the safety of others in the school.

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**CONTRACTORS AND SUB-CONTRACTORS**

All contractors and subcontractors engaged to perform work on the school’s property are required to comply with the requirements of the Occupational Health and Safety Act - 1983.

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**THE OH & S SUBCOMMITTEE**

The OHS Subcommittee are delegated to:

1. Monitor and review the school buildings and environment and make sure that problems are promptly reported and dealt with, either personally by maintenance staff or by organising an appropriate contractor.
2. Ensure that all staff are given equipment and/or information and instruction necessary to ensure health and safety.
3. Ensure that staff maintain a high level of awareness of health and safety issues.
4. Ensure that regular inspections and maintenance is carried out on Essential services as per relevant regulations.
5. Ensure that inspections and maintenance is carried out on all School property and equipment, by appropriately qualified and/or trained people.
6. Maintain written records of the above two items in the required formats. This will be kept in the School office and will be made available to any interested parties.

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**HAZARDOUS MATERIALS**

1. The School will not use or store hazardous material unless no other option is available to perform a necessary function
2. A register of Hazardous materials will be kept.
3. All hazardous materials will be properly labeled & stored.
4. Information on the safety of chemicals will be available from "Material Safety Data Sheets" and other sources.