

OCCUPATIONAL HEALTH AND SAFETY Policy

Ratification Date: RNS Board 01/09/2021	Next Review: 2023 or after an event or changes to the minimum standards as advised by the VRQA	Availability: <table><tr><td>Web</td><td>X</td></tr><tr><td>Office</td><td>X</td></tr><tr><td>On Request</td><td>X</td></tr></table>	Web	X	Office	X	On Request	X	Actions:
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On Request	X								

SCOPE:

This policy applies to all employees, students, visitors, volunteers and contractors in The River Nile School (RNS) workplace.

RNS Occupational Health and Safety (OHS) Commitment and Principles:

RNS values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

RNS is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

RNS will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all RNS workplaces.

RESPONSIBILITY:

This policy recognises that the health and safety of all employees, students, contractors and visitors within River Nile School is the responsibility of the Principal.

At all times consideration is given to ensuring that reasonable adjustments have been made for students, staff and visitors with disabilities. It is the Principal's responsibility to ensure that this happens.

In fulfilling this responsibility, the Principal has a duty to provide and maintain so far as is reasonably practicable, a working environment that is safe and without risk to health.

This includes:

- providing and maintaining safe plant and systems of work
- making and monitoring arrangements for the safe use, handling, storing and transport of plant substances
- maintaining the work place that is safe and without risks to health
- providing adequate facilities for the welfare of all employees and students
- providing such information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner

The Principal is responsible for the implementation and monitoring of this policy. The health and welfare of all employees at River Nile School is a major concern and so we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

In fulfilling the objectives of this policy, the Principal, is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

DUTIES:

River Nile School will take all reasonable practicable steps to provide and maintain a safe and healthy work environment for all employees, students, contractors, volunteers and visitors.

The Principal is responsible for the effective implementation of the school's health and safety policy and will:

- observe, implement and fulfil its responsibilities under the Occupational Health and Safety Act and regulations that apply within the state
- ensure that the agreed procedures for regular consultation between the Principal and those with designated and elected health and safety functions are followed
- ensure that all specific policies operating within River Nile, are periodically revised and are consistent with school health and safety objectives
- provide relevant information, training and supervision for all employees in the correct use of plant, equipment and substances used within the school
- ensure that all employees, students, contractors and visitors inform the school of incidents and accidents occurring on the school premises so that health and safety performance can be accurately gauged

All Employees

- have a duty to take the level of reasonable care of which they are capable for their own health and safety, and of others affected by their actions of work
- should comply with the safety procedures and directions agreed between the Principal, employees and with OHS representative
- will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- must act in accordance with agreed school procedures for accident and incident reporting, and report potential hazards to the Principal

Contractors

Outsourcing work to contractors does not remove an employer's occupational health & safety obligations. River Nile School will, as far as practicable, ensure that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.

For the purposes of this policy, contractors engaged to do work in the school also have obligations to ensure safe work practice.

The contractor and the Principal or Principal's nominee will complete a Job Safety Analysis.

At River Nile School, Contractors need to be:

- Suitably experienced to perform tasks;
- In possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

River Nile School has a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us. The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined verbally or in writing in the scope of works. The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site.

Contractors may be defined as employers if they engage other Contractors to carry out some of their work. Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor will

- Confirm with the Principal/Principal's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan if applicable
- Provide copies of licenses & permits
- Provide copy of currency of Work Cover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards.

Upon the completion of work the Principal or Principal's nominee will inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

THE MANAGEMENT OF OCCUPATIONAL HEALTH AND SAFETY:

Consultation with staff

All employees are involved in OHS at various stages. River Nile has a process for involving employees in identifying hazards, reporting problems and providing possible solutions to OHS issues.

Direct Involvement of Staff

All fortnightly staff meetings will contain OHS as an agenda item in which the employer can provide information on general changes to the work place. Staff will have an opportunity to raise any concerns at this stage.

River Nile encourages employees' participation in reporting health and safety risks. **Induction of new staff**

All new staff at River Nile will be informed of the Occupational Health and Safety policies of the school through the normal induction process. Staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the principal and staff of the school to safety and the prevention of accidents in the workplace.

Health and Safety Representative (HSR)

The Designated Work Group (DWG) is defined as the whole school. The DWG will be entitled to be represented by one health and safety representative (HSR). A HSR who is elected by staff, in accordance with the Occupational Health and Safety Act 2004, will hold the position for a term of office of no more than six years. The elected person for 2016 is Maggie Bradley. The representative's responsibilities include:

- Inspecting the whole or any part of the work place:
 - At any time after giving reasonable notice to the Principal; or
 - Immediately in the event of any accident, hazardous situation, dangerous occurrence or immediate risk to the health and safety of any person:
- Accompany any inspector during an inspection of the workplace
- Require the establishment of a health and safety committee with the consent of the employee
- To be present at any interview between any employee, an inspector or the employer, concerning a health and safety matter

The Principal will provide to the HSR any information the school possesses on the health and safety of the employees or any actual or potential hazards at the workplace.

River Nile recognises that the HSR is permitted to take such time off work with pay as is necessary for performing his/her functions or duties or taking part in any course of training relating to health and safety which is approved by VWA.

The Principal and HSR will discuss a convenient time, having regard to the needs of the school to attend such course of training and carrying out the responsibilities.

ISSUE RESOLUTION PROCEDURES:

These procedures are based on prescribed procedures in the Occupational Health and Safety (Issue Resolution) Regulations 1999.

Note the Flow Chart attached

The River Nile School Inc.

ABN 20 382 591 724

Reg. Inc. Assoc. No. A0048482L

Endorsed Charity & Deductible Gift Recipient

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VCAA Provider 15457

DHS (Centrelink) Reg. School No. 3211

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OHS Issues Resolution Flowchart

The following flowchart is to be utilised for the resolution of workplace occupational health and safety (OHS) issues. This flowchart must be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board. Any interested party may seek the assistance of any relevant employee or employer representative organisation at any stage of this process.

Workplace Manager	Management OHS Nominee	Health and Safety Representative
Name: Lisa Wilson Phone: 0419 584 134	Name: Marianna Oklander Phone: 0425 720 772	Name: Fernanda Massinelli Phone: 0474 219 097

