



*Kilparrin Teaching and Assessment School and Services*  
**OCCUPATIONAL HEALTH, SAFETY & WELFARE POLICY**

## **STATEMENT OF INTENT**

Kilparrin Teaching and Assessment School and Services (Kilparrin) is committed to the proper management of occupational health, safety and welfare, (OHS&W) which ranks equally with all other operational considerations.

It is the aim of DECS to minimise the risk of injury and disease to employees and other persons by adopting a planned and systematic approach to the management of OHS&W and providing the resources for its successful implementation and continuous improvement.

## **OBJECTIVES**

The objectives of this policy are to ensure:

- all hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled
- measures to control hazards and risks to health and safety are regularly monitored and evaluated
- staff are consulted and encouraged to contribute to the decision making process on OHS&W matters affecting their health and safety at work
- all staff receive the appropriate information, instruction, training and supervision they need to carry out their responsibilities safely.

## **STRATEGIES**

Kilparrin will achieve its OHS&W objectives by developing and implementing appropriate policies and procedures, working to Government of SA standards that guide staff in carrying out their responsibilities in:

- identifying hazards and risks to health and safety associated with tasks and activities carried out by Kilparrin staff
- assessing the degree and level of risks arising from hazardous tasks or activities
- selecting, implementing and maintaining appropriate measures to control risks to health and safety
- consulting with staff on matters that may affect their health and safety
- identifying, developing and providing appropriate information, instruction and training to equip leadership, the OHS&W representative and staff with the knowledge and skills necessary to meet their responsibilities
- developing, implementing and monitoring plans to put Kilparrin's health and safety policies and procedures into effect.

## **DESIGNATED ROLES AND RESPONSIBILITIES**

### **Principal**

The Principal has a responsibility to:

- carry out the roles and responsibilities as detailed in the relevant legislative framework and health and safety policies and procedures
- ensure relevant health and safety policies and procedures are effectively implemented
- ensure all risks to health and safety are identified, assessed and effectively controlled
- ensure the effectiveness of risk control measures are regularly monitored and deviations from standards rectified

- ensure staff have adequate knowledge and skills to carry out their health and safety responsibilities
- ensure staff are consulted on any proposals for, or changes to, the workplace, work practices, policies or procedures that may affect the health and safety of employees.

## **Staff**

Staff have a responsibility to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

Staff have a responsibility to:

- report any incident or hazards at work to the principal using the *Injury Report* (ED 155) or *Hazard Needs Attention* forms
- carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
- obey any reasonable instruction aimed at protecting their health and safety while at work
- use any equipment provided to protect their health and safety while at work
- assist in the identification of hazards, the assessment of risks and the implementation of risk control measures
- consider and provide feedback on any matters which may affect their health and safety
- ensure they are not so affected by alcohol or another drug to endanger their own or any other persons' health and safety.

## **OHS&W Committee**

Kilparrin will establish an OHS&W committee consisting of leadership and staff representatives. The OHS&W Committee will be the principle forum for leadership to consult with staff on broad health, safety and welfare policy and procedural issues.

The responsibilities of the OHS&W Committee are to:

- assist in the development, monitoring and review of health and safety policies and procedures
- consider any proposal for, or changes to, the workplace, policies, work practices or procedures that may affect the health and safety of staff
- promote the importance of health and safety among staff
- monitor Kilparrin's health and safety performance
- monitor the rehabilitation of injured staff (as appropriate)
- assist in the resolution of health and safety disputes.

## **OHS&W Representative**

Kilparrin will encourage and facilitate the election of an OHS&W representative to represent staff on health and safety matters.

The role of OHS&W Representative is to:

- represent staff on health and safety matters
- investigate health and safety related complaints prior to representations to leadership
- make representations to leadership and report back to staff on any matter relating to health and safety
- discuss with the staff any proposals or matters that may affect their health and safety
- assist leadership in the identification of hazards, the assessment of risks and implementation of risk control measures
- assist in promoting adherence to health and safety policies and procedures
- assist in the monitoring of risk controls and health and safety policies and procedures.

## REVIEW OF OHS&W POLICY

This OHS&W policy will be reviewed annually in consultation with the OHS&W Committee.

The review will involve assessing the effectiveness of the policy and program by:

- reviewing overall health and safety performance
- monitoring the effectiveness of policies and procedures.

## DISSEMINATION OF POLICY

Each staff member will be provided with a copy of this policy as part of their induction. Staff will have ready access to all health and safety policies and procedures through the DECS web site, the OHS&W Committee and the OHS&W Representative.

### DECS OHS&W Reference:

Kilparrin staff should refer to the DECS web site for further information about OHS&W Policy and Procedures and other OHS&W information documents.

Web Reference: <http://www.decs.sa.gov.au/ohs> (*click on Policies and Procedures*)

### Note:

This policy is based on the exemplar in the *Workplace Health and Safety Handbook*, SafeWork SA, Government of SA, pp25-29. (Updated August 2006)

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Alison McWilliams  
Principal

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Cheryl Elwood  
OHS&W Representative