

<p style="text-align: center;">BLOMFIELD SPECIAL SCHOOL & RESOURCE CENTRE HEALTH & SAFETY POLICY</p>
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RATIONALE:

Blomfield Special School & Resource Centre has a statutory obligation to maintain a safe physical environment. In addition Blomfield School Board of Trustees has a responsibility to be a good employer.

PURPOSE:

Blomfield Special School & Resource Centre recognises the need for each of its workers to be provided with a safe and healthy place of work. It is our policy to make every reasonable effort in areas of incident prevention, injury management and in improving the well-being of our workers. To ensure the successful promotion and implementation of this policy, a number of responsibilities are identified below.

GUIDELINES:

**Responsibilities of Board of Trustees, Principals and Executive Officer;
Ensure;**

1. Active practice and promotion of a positive OH&S culture.
2. That all Officers (Board of Trustees, Principal, Executive Officer) possess an understanding of their responsibilities as they relate to OH&S
3. That all Officers (Board of Trustees, Principal, Executive Officer) receive any training necessary to gain an understanding of legislation OHS requirements.
4. Adequate budgetary and other resourcing provision is made available to comply with OH&S legislation and to meet OH&S objectives.
5. Senior staff are held accountable for their performance in managing OH&S in areas under their control.
6. That systems are in place to provide verifiable assurance of OHS activity and performance.

7. Monitoring of OH&S performance.
8. OH&S responsibilities are appropriately defined and included in all position descriptions, key performance indicators and development processes where appropriate.
9. They inform themselves of the nature of OH& S risk in their areas of responsibility and have an understanding of the associated hazards and risks; delegating responsibility for the management of these as appropriate.
10. The OH&S is a standard agenda item in meetings.
11. Senior staff attend OH&S training.

Responsibility of Senior Staff (Teaching & Ancillary)

1. Actively practice and promote a positive OH&S culture.
2. Identifying Hazards and assessing and controlling the risks associated with the work/activities that they supervise using; a documented risk management process.
3. Ensuring that safe work practices are developed and enforced at all times.
4. Ensure the assessment of OHS risk for all current/new/changed work activities/processes and new/modified work environments is undertaken prior to implementation or occupation.
5. Ensuring that they, along with any other workers under their area of responsibility have completed OH&S training relevant to their area of accountability.
6. Reviewing OH&S performance
7. Ensuring staff, contractors, any other workers and visitors receive the appropriate information, instruction and training necessary for them to safely perform their work and that they hold the necessary qualifications or competencies to perform the tasks.
8. Monitor and assess contractor performance to ensure compliance to expected standards.

9. Ensuring that the health of workers is and the conditions at the workplace are monitored.
10. Instruction of staff in safety compliance.
11. Ensuring consultation in all safety matters.
12. Ensuring safety is a standard agenda in team meetings.
13. Ensure all OH&S records are maintained.
14. Ensure effective management of the site OH&S Consultative committees and meetings
15. Developing and maintaining good housekeeping standards in the areas under their control.
16. Include safety compliance s part of staff performance appraisals.
17. Actively investigate all hazards, near miss, incident/injuries so that all root causes are identified and preventative actions are taken to eliminate or minimise the risk.
18. Comply with all injury management guidelines in ensuring a safe return to work.

Responsibility of Employees, Contractors, other Workers and Visitors.

1. Ensure their actions or inaction does not place themselves or other persons at risk or injury or illness.
2. Ensure timely reporting of all hazards, near misses, incidents, injuries and illnesses.
3. Take action to avoid, eliminate or minimise risks.
4. Undertake the appropriate safety induction or training provided.
5. Comply with all **Blomfield Special School & Resource Centre** policies, procedures and guidelines.
6. Seek information or advice where necessary before carrying out new or unfamiliar work.

7. Maintain appropriate dress standards to perform the required work i.e. PPE
8. Make themselves familiar with emergency and evacuation procedures in areas they access including the location of emergency equipment.

This policy is reviewed annually and is communicated to all workers, and is made available to the public.

Adopted: by the Board of Trustees 29.3.2011

Reviewed & Adopted by the Board of Trustees: 19.5.2016

Next Review Date: 19.5.2017