

Health and Safety Policy

Approved by	School Council	Person Responsible	Business Manager
Date of Approval	9 November 2016	Prospective Review Date	November 2019
Circulation	<input type="checkbox"/> Members of School Council <input type="checkbox"/> Finance, Governance & Risk Management Committee <input type="checkbox"/> Staff <input type="checkbox"/> Contractors	Briefing History	

I Statement of Commitment

Mentone Girls' Grammar School is committed to providing a healthy and safe environment for staff, students, contractors and visitors. This will be achieved through strong health and safety leadership, safe and healthy behaviour, safe workplace environment and continual improvement to our Health and Safety program and broader program of wellbeing.

The School regards health and safety of staff, students, contractors and visitors with the utmost importance and as such, is committed to:

- providing the necessary resources to ensure compliance with all relevant health and safety legislation, codes of practice and other requirements;
- Providing and maintaining safe plant and equipment, safe systems and a safe environment;
- Establishing procedures and controls regarding the safe use, handling, storage and transport of chemicals (such as dangerous goods and other harmful materials);
- Maintaining the workplace in a safe, secure and sound condition and providing the best possible facilities;
- Providing the required training, instructions, information and supervision to staff and contractors so that they can work safely and without a risk to health. Providing new staff with health and safety information as part of their induction and when commencing a new activity or task;
- Ensuring a responsive emergency systems and procedures are in place;
- Encouraging a behaviour of accurately recording, reporting and investigating all workplace incidents;
- Developing and implementing measurable objectives and targets to promote continual improvement in health and safety;
- Effectively consulting and communicating with our people to minimise risk associated with workplace hazards to eliminate injury and illness;
- Ensure a system exists for rehabilitation and return to work of employees;
- Monitoring and evaluating our health and safety compliance and performance through regular reviews; and
- Staff, students, contractors and visitors are supported by the Health and Safety Committee and appointed Health and Safety Representative/s.

2. Objectives

This policy provides the mandate for:

- the development of work systems, practices, policies and procedures that promote a healthy and safe environment within Mentone Girls' Grammar School for all staff and students;
- the creation of a positive and robust health and safe culture;
- the promotion and open discussion of health and safety within the School; and
- compliance with all laws, regulations and standards relevant to health and safety in Victoria.

3. Responsibilities

3.1 Health and safety is everyone's responsibility

At Mentone Girls' Grammar School all members of the Mentone Girls' Grammar School Council and members of School Governance Committees and staff, students, contractors and visitors, have a shared responsibility for contributing to the health and safety culture. Specific responsibilities include:

3.1.1 School Council

The Mentone Girls' Grammar School Council is required to ensure that appropriate resources are made available to allow Mentone Girls' Grammar School's Health and Safety Policy to be effectively implemented

within the School and are responsible for holding the Principal and Strategic Management Team accountable for effective implementation.

3.1.2 The Principal

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that this Health and Safety Policy is implemented effectively and that a strong and sustainable health, wellbeing and safety culture is maintained within the School.

3.1.3 Staff Members

Staff are in the first instance, responsible for their own health and safety and for those working around them.

All staff are required to be familiar with the content of our Health and Safety Policy and Program. It is each individual's responsibility to raise any concerns they may have relating to health and safety issues or hazards, report incidents and ensure preventative and corrective actions are implemented, participate in hazard identification, risk assessments, control planning and training.

In addition, staff should:

- Make proper use of all safety devices and personal protective equipment;
- Participate in inspections and cooperate with the Health and Safety Committee members with any inspection, accident investigation and assist with implementation of appropriate controls; and
- Follow safe work procedures.

3.1.4 Students

Students are in the first instance, responsible for their own health and safety and for those around them.

All students are required to conform to all school policies especially in relation to attendance and behaviour in order to maintain a safe environment.

In addition, students should:

- Students should heed safety warnings from staff and report hazards to staff;
- Make proper use of all safety devices and personal protective equipment; and
- Follow safe work procedures.

3.1.5 Contractors

All contractors (service providers) engaged by the School are responsible for contributing to the health and safety in the work environment which includes being familiar with our Health and Safety Policy.

The School may include this requirement in a written agreement between it and the contractor. The contractor should:

- prepare Job Safety Analysis before commencing work;
- report hazards promptly to the School;
- wear appropriate personal protective equipment; and
- rectify hazards that are within the control of the contractor.

4. Related Policies and Procedures

- WAVES Care and Leadership Program
- Risk Management Policy and Framework
- Student Wellbeing Policy, Child Protection & Safety Policy & Code of Conduct
- Recruitment, Selection & Induction Procedures
- Incident Reports in the Risk Management Information System (CompliSpace)

5. Policy & Program Review

The School is committed to the continuous improvement of our Health and Safety Program. The Program is regularly reviewed for overall effectiveness and to ensure compliance with work practices, laws, regulations and standards.