



# KINGSWOOD HIGH SCHOOL OCCUPATIONAL HEALTH AND SAFETY COMMITTEE POLICY

## Preamble

The *Occupational Health and Safety Act 2000* requires organizations to ensure the health, safety and welfare of employees and persons entering the workplace. The act places responsibility for occupational health and safety matters on both the employer and on individual employees. The underlying principle of the legislation is self regulation where the people working within the workplace are those best placed to create and maintain a safe, healthy and caring work environment.

## Specific OH & S Responsibilities

The *Occupational Health and Safety Act 2000* and associated regulations place specific responsibilities on all persons at the workplace.

Principals and supervisors are responsible for:

- a. Providing for staff, students and others a safe and healthy environment which is conducive to working and learning;
- b. Developing policies and procedures to prevent risk and secure a safe and healthy working environment;
- c. Providing information, education and appropriate training necessary to ensure health and safety at work;
- d. Monitoring and reviewing the working environment under their control;
- e. Ensuring staff maintain a high level of awareness of health and safety issues;
- f. Establishing procedures for effective occupational rehabilitation and
- g. Fostering a working environment which encourages staff to co-operate with the occupational rehabilitation program.

All staff are responsible for:

- a. Taking reasonable care for a health and safety of themselves and others at the workplace.
- b. Co-operating with the supervisor in ensuring a safe and healthy working environment;
- c. Reporting potential and actual health and safety hazards to principals and supervisors and

- d. Co-operating with the supervisor to support occupational rehabilitation.

The Occupational Health and Safety Committee is responsible for:

- a. Assisting in the development of an appropriate recording system of accidents and hazardous situations at the workplace;
- b. Assisting in the development of a safe working environment and safe systems of work;
- c. Assisting in the formation of an occupational health and safety policy for the school;
- d. Making recommendations to the employer to ensure the health and safety of people at the workplace;
- e. Carrying out routine inspections of the workplace with regard to health and safety issues;
- f. Carrying out inspections following accidents or reports of hazardous situations;
- g. Informing the Principal of any apparent breach of the occupational health and safety legislation at the workplace.

### **Committee Membership**

1. The committee has four members: The Principal (employer representative), two elected teaching staff representatives and one elected administration staff representative.
2. Committee members are elected for a three year term of office, with any vacancies occurring prior to the completion of the three year term being filled by election at the time the vacancy occurs.
3. The chairperson of the committee is elected by the committee members....
4. Current committee members are as follows:

Mr Paul Erickson	-	Principal
Mrs Peter Rance	-	Chairperson
Mrs Kate Zappala	-	Teacher, English
Mrs Margaret Farr	-	School Administrative Officer
5. Committee members are eligible to stand for more than one term of office.
6. Usually the election of committee members is co-ordinated by the outgoing committee chairperson, who will appoint an independent returning officer. If the chairperson is not available, the Principal will appoint another member of the outgoing committee or another suitable member of staff to co-ordinate the election.

7. All teaching staff are eligible to vote for the two teaching staff representatives; all administration staff are eligible to vote for the administration staff representative.

### **Chairperson Responsibilities**

1. In general terms, to organise committee business.
2. To arrange meeting times, agendas, allocate minute-taking and publication of minutes;
3. To publicise the work of the committee;
4. To ensure that accurate committee records are kept and are available for reference at committee meetings.

### **Meetings**

1. Committee meetings will be held on Tuesdays, Week B, after school in the Library Seminar Room, unless otherwise advised.
2. Meetings will take place at least once every three months.
3. A quorum will consist of three members of the committee.
4. Smaller subcommittees may meet at other times to work on specific tasks allocated by the full committee.

### **Agenda**

1. The agenda will be issued to committee members in advance of the meeting.

June, 2005