



LANGFORD ISLAMIC COLLEGE

**OCCUPATIONAL SAFETY AND
HEALTH POLICY
APRIL 2017**

LANGFORD ISLAMIC COLLEGE

Occupational Safety and Health (OSH) Policy

Introduction	This statement outlines the Occupational Safety & Health (OSH) Policy of Langford Islamic College.
Scope and application	This policy applies to all visitors, employees and contractors entering the premises of Langford Islamic College
Related legislation and guidelines	<ul style="list-style-type: none"> • The Occupational Safety and Health Act 1984 (the OSH Act), • Occupational Safety and Health Regulations 1996 (the Regulations), • The Code of Practice on Occupational Safety and Health in the Western Australian Public Sector 2007 • OSH Act 1984
Related Policies	<ul style="list-style-type: none"> • Induction Policy • Staff Induction Policy • Emergency Management Policy
Review	April 2018

**LANGFORD ISLAMIC COLLEGE (LIC)
OCCUPATIONAL SAFETY AND HEALTH (OSH) POLICY**

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Category: Physical Environment

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1. POLICY STATEMENT

Langford Islamic College provides and maintains a safe and healthy workplace and site environment in accordance with legislative obligations.

Provision of a healthy and safe working environment is essential to the welfare of LIC students, staff and community members. LIC endeavours to provide and maintain a working and learning environment that is safe and minimises risk to individual health, safety and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site. School management is committed to providing a safe working environment through the implementation of risk prevention and reduction policies and strategies that are integrated into all school activities.

2. BACKGROUND

The Occupational Safety and Health Act 1984 (the OSH Act) and Occupational Safety and Health Regulations 1996 (the Regulations) are the legislative requirements governing occupational safety and health at Langford Islamic College. The Code of Practice on Occupational Safety and Health in the Western Australian Public Sector 2007 provides practical advice on preventative strategies and informs the OSH Policy at LIC.

LIC Board and management recognise and understand that responsibility lies with employers to adopt and implement the requirements and responsibilities set out in the OSH Act and the Regulations. The OSH Act recognises the degree of control exercised at individual work sites by those with management responsibility and assigns duties and responsibilities to these persons accordingly. This policy addresses the occupational safety and health of all employees in assisting them to understand their responsibilities and duties with regard to safety and health. This policy also identifies the responsibilities and duties of the school as an employer through the assignment of the implementation of these procedures to the Principal and all senior management staff.

3. SCOPE

This policy applies to all visitors, employees and contractors entering the premises of Langford Islamic College, including, where applicable, to tasks and activities conducted outside of the College's premises.

4. POLICY OBJECTIVES

- To prevent or minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control or mitigation.

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To report and investigate accidents with a view to preventing re-occurrence.
- To maintain records on all staff health and welfare activities.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.
- To create an effective team-based approach to the identification and management of OSH risks, through the establishment of the College OSH & Risk Management Committee.
- In the case of accident or injury to an employee, to provide rehabilitation assistance to encourage a safe and timely return to work.
- In the case of accident or injury to a contractor, to facilitate effective injury management
- Review OSH policies and procedures on an annual basis.
- Recognise that OSH is not limited to the physical aspects of the workplace but also includes health management, contagious and communicable diseases and psychological health.

5. RESPONSIBILITIES

The Principal, delegated by the LIC Board, has direct overall responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

a. Principal

The Principal is responsible for the implementation of this policy and for ensuring compliance with all applicable OSH legislation, codes of practice, guidance notes, Australian Standards and agreed procedures, as far as reasonably practicable.

The Principal takes overall responsibility for maintaining a safe work environment and providing adequate supervision, information and training so that staff, students and visitors to the school are not exposed to preventable hazards.

The Principal will:

- Provide a safe and healthy environment for staff, contractors and other employees, which meets accepted professional standards and workplace requirements.
- Ensure all staff adhere to LIC OSH policy in the formal process of reporting, recording and investigating incidents.

- Ensure adequate resources are made available to ensure that the workplace meets appropriate OSH standards.
- Ensure that the duties of the OSH Officer will be built into job descriptions and duty statements.
- Ensure that all staff are inducted in LIC OSH procedures.
- Ensure that any issues potentially relating to OSH at the school will be communicated to all staff.
- Ensure that current qualifications of first aid trained personnel are maintained at all times.
- Ensure regulations relating to the correct use of equipment and substances will be communicated to relevant staff.
- Ensure that all OSH policies and procedures are fully understood and implemented by LIC management and staff.

b. Staff

All staff share responsibility for maintaining high standards of Occupational Safety and Health. They are responsible for their personal safety and health, and that of others, including students. All staff must follow LIC policy and procedures to prevent accidents, and have an obligation to report all accidents, hazards or potential incidents.

Staff will:

- Take reasonable care for the health, safety and welfare of themselves and others in the workplace.
- The school has the responsibility to ensure that furniture and equipment is used as for its purpose and design. Staff are expected to use equipment appropriate to their function and request the college for any additional requirements
- Respect and accept the diversity of others' opinions and attributes.
- Report potential and actual health, safety and welfare hazards to the Principal.
- Co-operate with the Principal in the development and delivery of return-to-work and support programs in occupational rehabilitation.

c. Delegated responsibility to the Business Manager

The Principal may delegate responsibility for non-teaching OSH matters to the Business Manager. However, the Principal retains overall responsibility for all OSH matters in the College.

In the case of delegated responsibility, the Business Manager will ensure the following compliance with LIC OSH policy:

- Actively advocate OSH in the workplace throughout the LIC site.
- Maintain appropriate registers for all relevant employees, including but not limited to, the following potential hazards depending on their role description of employment:
 - drivers licence and eyesight check, in the case of all employees authorised to transport students or staff on behalf of the College;
 - working with children check for all College employees;
 - dealing with dangerous substances;
 - confidential file details, consistent with privacy legislation, of court-ordered restraining orders and psychological health, in the case of staff, parents and students; and
 - contagious diseases or pandemic.
- A sign-in/sin-out register is maintained for all maintenance, tradesperson and contractor personnel working or visiting the premises.
- All maintenance, tradesperson and contractor personnel working or visiting the premises must undergo a site induction regarding emergency evacuation and lockdown procedures.
- Maintain and regularly update a register of all machinery and power tools (other than those being used by contracted trades persons) owned by the College and used on site.
- All machinery and power tools are manufactured and maintained to Australian commercial or industrial standards and are checked on an annual basis.
- All equipment, machinery and tools are used and serviced in accordance with the manufacturers specifications.
- Conduct regular checks on classroom equipment and furniture, and playground equipment in accordance with safety regulations prior to the beginning of each school term.
- Procedures and protocols are in place and clearly communicated to all relevant staff to ensure all hazardous materials and chemicals are handled in accordance with the relevant safety procedures and stored by cleaners and maintenance staff in original, clearly labelled containers in a locked area as per supplier guidelines. Maintain and regularly update an annual and ongoing maintenance schedule for the College infrastructure and all equipment.
- All workmen/women on the LIC premises must be appropriately skilled and qualified to undertake the required or requested tasks, and be familiar with industry standards in accordance with all relevant OSH legislative requirements.
- Ensure OSH policies and insurance compliance of all contractors working on the LIC premises as part of the contractor selection process.

- All contractors thus engaged by the College must employ only qualified and appropriately skilled and experienced personnel to undertake all work in a safe and workmanlike manner.
- Ensure that all contractors are aware that it is incumbent upon them that all subcontractors adhere to all legislative requirements and OSH policies of the College.
- All personnel undertaking construction or repair and maintenance work on the LIC premises must use all required PPE (personal protective equipment) and secure the worksite in accordance with legislative requirements.
- In the case of a pandemic or infectious disease outbreak, ensure that the College immediately implements the accepted policies and guidelines of the WA education sector.

6. THE OSH & RISK MANAGEMENT COMMITTEE

- An OSH & Risk Management Committee will be appointed by the Principal on an annual basis
- The Committee will provide input to the LIC Risk Management Committee on the development and implementation of OSH policy in accordance with the OSH & Risk Management Committee Terms of Reference.
- and is also responsible for employee induction and education, and the development of implementation strategies, subject to review by the Risk Management and Finance and Audit Committee. OSH & Risk Management Committee will present quarterly reports to Risk Management Committee which will include information on OSH training, incidents and near misses in the workplace.

7. BREACH OF THIS POLICY

Adherence to the OSH Policy by Langford Islamic College employees, contractors and labour hire workers, will be monitored by the OSH & Risk Management Committee.

Failure to comply with this OSH Policy (and any applicable OSH procedures) may be a breach of an employee's employment conditions and Langford Islamic College may take disciplinary action up to and including termination of employment where appropriate.

Failure to comply with this OSH Policy (and any applicable OSH procedures) may also be a breach of the terms of the contract for services between Langford Islamic College and a contractor or labour hire worker, and may contravene the OSH Act 1984. Failure to comply may result in cancellation or penalty under a contract of services, and penalties for contravening the OSH Act.

8. PROCEDURES

i. Emergency Evacuation & Lockdown

- LIC will conduct fire and emergency evacuation drills and emergency lockdown procedure drills at least twice per year.
- Conduct of the fire and emergency evacuation drills and emergency lockdown procedure drills will be reported to the LIC Board via the Principal's Report to the Board.
- Fire extinguishers will be serviced every six months and an appropriate log maintained.

ii. First Aid Certification

- All members of the OSH& Risk Management Committee will hold current first aid certificates.
- A number of staff in the primary and secondary sections of the school will hold current first aid certificates.
- All PE/Health/Food technology will hold current first aid certificates.
- At least one administration staff member will hold a current first aid certificate.
- The Emergency procedure manual, first-aid register and injury report forms are located at the front administration office and will be maintained by a staff.

iii. Reporting Obligations

- Critical incidents or injuries must be reported as soon as possible after the event.
- Appropriate forms for reporting accidents or injuries are available from the front office and must be passed to the Business Manager or Principal for completion and processing.
- Workers compensation claims are to be communicated immediately to the Business Manager or Principal. Any injury sustained in the workplace is to be recorded and any absences advised. The Employee's Report Form (2B), see attachment, must be completed by the injured employee, and all College procedures and guidelines for workers compensation claims closely followed.

9. ASSOCIATED POLICIES AND PROCEDURES

Induction Policy

Staff Induction Policy

Emergency Management Policy

10. CHECK LIST

Injured Worker:

- Ensure the Principal/Manager has been advised of incident. []
- Complete an **Accident Report form**, or similar. []
- Obtain a **Workers' Compensation First Medical Certificate** from initial treating doctor. []
- Ensure that the **Employee's Report Form 2B** is completed and signed in all the relevant areas. []
- Submit all completed paperwork to the Administration Office. []

Injury occurs.



Seek first aid, if applicable or seek medical attention.



Complete an **Accident Report Form or similar.**



First Medical Certificate: To be obtained by the injured employee from doctor.



Employee's 2B Form: To be completed by the injured employee.



Submit above documents to Administration Office.

11. ACKNOWLEDGEMENT

By signing this acknowledging, you are agreeing to abide by this Occupational Safety and Health Policy to the best of your ability and acknowledge that you understand that breaches of this Policy will be taken seriously and could result in termination of your employment.

I _____ have read, understood and agree to comply with the terms of this Occupational Safety and Health Policy.

Employee Signature

Date

Principal Signature

Date