



Proc004	Occupational Safety & Health Policy
Purpose	To regulate the Free Reformed School Association's (FRSA) occupational health and safety.
Authority	Occupational Safety and Health Act (1984) Occupational Safety and Health Regulations 1996
Policy	The FRSA provides and maintains safe and healthy work environments at all its schools and departments.
Delegation	Principals & Administration Manager
Related Policies	
Date approved	April 2009; Mar 2011; May 2012, May 2014; May 2017
Next Review Due	May 2020
Review Authority	Management
Keywords	Risk; safety; workplace; injury; worker's compensation

Authorised by: ESG Chairman	
Date:	May 2017



Proc004

Occupational Safety & Health Procedure

The school's risk management approach has at its core:

1. A commitment from all staff members, Board and Council to promote the health, safety and welfare of all staff, students, volunteers and visitors at school.
2. An expectation that issues of concern will be resolved through effective management, communication and consultation.
3. An external Occupational Safety & Health audit every five years.

The Principal is responsible for:

Meeting the requirements of the Occupational Safety and Health Act (1984) and Occupational Safety and Health Regulations 1996.

This responsibility is to be discharged at the school level by:

- Identifying and monitoring potential occupational hazards at the school.
- Assessing the degree of risk associated with any potential hazard identified.
- Designing safe work practices to eliminate or reduce potential risks to health, safety and welfare.
- Promoting the identification and implementation of preventative occupational health, safety and welfare measures.
- Anticipating the health, safety and welfare issues which are likely to arise when changing work practices, modifying work spaces, or commissioning new equipment and facilities.
- Ensuring the prompt and accurate reporting of accidents and injuries, and monitoring subsequent medical or rehabilitation implications which are likely to affect the work performance of an injured member of staff, and/or impact upon the educational programs of students.
- Ensuring the prompt and accurate reporting of 'narrow escapes'.
- Advising the Administration Manager of the need for repairs or alterations to buildings or areas of the school's grounds, replacement of furniture or equipment, and the isolation of potentially dangerous areas.
- Ensuring that the highest practicable levels of occupational health, safety and welfare are promoted by all with areas of assigned responsibility.
- Key teachers, such as heads of schools and course coordinators as well as members of the school's administrative team, have a delegated function on behalf of the Principal to ensure that their areas of assigned responsibility, and the members of staff over whom they have a supervisory role, are managed in ways which promote the highest reasonable practicable levels of occupational health, safety and welfare within their span of control.

The Principal (or delegated staff member) will represent the occupational health, safety and welfare interests of each staff member by:

- Carrying out a minimum of 2, up to the preferred quarterly inspections of buildings and grounds as a preventative procedure and submitting a written report of his findings to the school Council and Administration Manager.
- Submitting this report to the Board, on the approved submission to Board template, after Council and Administration Manager have initiated any necessary actions (see Appendix 1 for a suggested recurring timeline).
- Immediately inspecting a location at which an accident has occurred or a potentially dangerous situation has arisen to determine the likelihood of risk or injury to any person.
- Monitoring accident and injury reports about members of the school community.

- Accompanying members of the School Council during their inspections of school buildings and grounds.
- Investigating occupational health, safety and welfare issues raised by members of staff, and reporting the outcomes of those investigations to the staff and the school's Council and Administration Manager as appropriate.
- Making representation to the school Council and Administration Manager on any matter which relates to health, safety and welfare issues at the school.
- Issuing default notices and/or directing work to cease as provided for in the Occupational Health, Safety and Welfare Act.
- Routinely placing Health & Safety issues on general staff meeting agendas.
- Monitoring the work practices of staff to ensure these do not result in excessive fatigue or other mental complications.
- Monitor the need for training and development activities for individual staff members, including the provision of induction/orientation activities for staff members new to areas of responsibility.

Each staff member has the following responsibilities in relation to occupational health, safety and welfare matters:

- To perform his/her full range of employment duties and responsibilities in ways which protect his/her own health (including mental), safety and welfare and which protect the health, safety and welfare of all other members of staff, students and visitors at the school.
- To familiarise and comply with the school's policies and requirements, especially those which relate directly to his/her specific teaching/learning area.
- To comply with instructions from the Principal, Head of School or Course Coordinator regarding occupational health, safety and welfare issues.
- To identify, assess and control potential risks to the occupational health, safety and welfare of staff, students and visitors.
- To establish and maintain safe and healthy work environments, and safe work practices for both staff and students.
- To report accidents, injuries and potentially hazardous situations or circumstances to the Principal and/or the appropriate coordinator as a matter of priority. Serious occurrences must be reported immediately.
- To report "near misses" or hazardous circumstances in the "Near Miss" book located in the front office.
- To use personal protective equipment for health, safety and welfare purposes with care, ensuring that the condition of that equipment is monitored, and that regular maintenance of it is undertaken.

Procedures to follow in case of Personal Incidents:

For medical insurance purposes, FRSA Administration has the legal requirement to lodge a claim **within 3 days**.

- Inform the Principal / Manager as soon as possible.
- Injured staff member is to attend General Practice or Emergency at the hospital, and must inform the doctor that it is a workers' compensation claim. The doctor will fill in a first medical certificate that is to be returned to FRSA Administration as soon as possible.
- The Principal / Manager is to inform FRSA Administration. A form from FRSA Administration is to be forwarded to the staff member and is to be filled in by the staff member, Principal and FRSA Administration.

Appendix 1

Time Line OSH

week 4 of term	DP	Send out enquiry forms, including report, to staff; identify incidents of previous term
week 5 of term	DP	collect forms
week 6 of term	DP DP/AM AM	Collate jobs Categorise and prioritise jobs Allocate jobs to contractors.
week 7 of term	DP	Report to council (and copy to staff) Report to board note: including progress report of previous term
week 8/9 of term	AM	interim progress report to DP
week 4 of following term	AM	to report on progress

AM
DP

Administration Manager
Deputy Principal/(or Principal / Manager)