



Rockingham Montessori School
Incorporated
ABN: 68 115 270 695

POLICY TITLE: Occupational Safety and Health Policy

BOARD APPROVAL DATE: July 2020

SIGNED BY CHAIR:

BOARD REVIEW DATE: July 2023

OVERVIEW

Rockingham Montessori School is committed to ensuring the health, safety and wellbeing of our staff, students and visitors by maintaining a safe environment, promoting and demonstrating the principles of duty of care and pro-actively implementing its safety and health policy and procedures.

OBJECTIVES

- Rockingham Montessori School, as far as practicable, will provide for the safety and health at work of all its employees and others affected by the delivery of its services at the school and variable workplaces.
- Rockingham Montessori School strives to achieve safety excellence in its activities at all levels of the organisation and enlists the support and cooperation of the School Board, Principal and employees in developing solutions to eliminate unsafe working conditions and practices.
- To comply with the requirements of Commonwealth and State Occupational Safety and Health legislation and other relevant regulatory agencies.
- To provide a safe working and learning environment and protect the safety and health of our employees, students and visitors to the school and associated workplaces.
- To develop, implement and maintain an effective Occupational Safety and Health policy and procedures that are regularly reviewed and updated to meet changing requirements and ensure best practice.
- To promote a positive, pro-active Occupational Safety and Health culture by inducting, training, cooperating and consulting with employees and Board members in relation to OS&H matters.
- To provide ongoing opportunity and training for an elected Occupational Safety and Health representative to participate in OS&H matters on behalf of employees and to support an OS&H committee.

BOARD RESPONSIBILITIES

- Identifying and evaluating significant OS&H risks faced by the school.
- Monitoring the implementation of management strategies to mitigate significant OS&H risks identified.
- Approving OS&H policies.
- Liaising with the Principal to ensure that the school's OS&H objectives and obligations are met.

PRINCIPAL RESPONSIBILITIES

- The Principal of Rockingham Montessori School is responsible for the safety and health of all employees under their control.
- Ensuring the OS&H policy and procedures are developed, maintained and effectively implemented within the School.
- Ensuring that the OS&H policy and procedures are complied with and that employees are inducted, trained and supervised to ensure they understand and can fulfill their OS&H responsibilities.
- Communicating and consulting with regulatory agencies, employees and visitors on OS&H matters.
- Reporting to the Board on OS&H matters.

EMPLOYEE RESPONSIBILITIES

- Employees are required to take reasonable care for their own safety and health at work, follow all instructions and safe working procedures established to protect their safety and that of others and to report all identified hazards, accidents/incidents and harm to health in the workplace to the Principal.
- Employees are provided with the required training so that, so far as practicable, they can maintain the necessary skills and required competencies to work safely.

- Relevant information regarding safety and health is openly communicated across the school. All employees should feel confident that they can communicate any such information without fear of retribution.
- Complying with the OS&H policy and procedures to ensure their own and others safety and health in the workplace
- Reporting all hazards, accidents/incidents, harm to health or property damage identified in the workplace to the Principal.
- Attending scheduled inductions and training to support the fulfillment of their OS&H obligations.

EMPLOYER RESPONSIBILITIES

- The School applies a consultative approach to hazard/incident reporting and investigation in order to cultivate a positive safety culture, in which a team approach is adopted to resolve problems and prevent recurrences.
- The School cooperates fully with the relevant regulatory bodies and works with other agencies to further the understanding, implementation and development of best practice safety, health and risk management.
- The School promotes safety and health activities and encourages the election of Safety and Health Representatives and/or formation of Safety and Health Committees in workplaces, in accordance with legislative obligations.

STUDENTS, CONTRACTORS AND VISITORS RESPONSIBILITIES

- Ensuring their own and others safety and health whilst on the school premises and following OS&H related instructions and guidance given by the Principal or other staff members.
- Reporting any hazards, accidents/incidents, harm to health or property damage identified in the school to the Principal or other staff members.

OSH PROCEDURES AND PROCESSES

Rockingham Montessori School maintains and implements the following procedures and processes to ensure it effectively meets its OS&H objectives and obligations;

- Risk register
- Risk management
- Hazard identification, risk assessment and control of hazards
- Hazardous substances register
- Health management
- Excursion risk assessment and management
- Induction and training of employees in OS&H procedures
- Provision of OS&H information to employees
- Regular (Termly) OS&H audits of buildings and grounds
- Ongoing review of OS&H procedures
- Hazard and incident reporting and investigation
- Employee injury and rehabilitation management
- Workers compensation
- Emergency and critical incident management, evacuation and lockdown drills
- OS&H as an agenda item for all staff and board meetings

RMS OH&S Audit Checklist

Date Completed _____

Key:

1 2 3 4 5 or N/A

Poor Satisfactory Very Good

	BUILDINGS AND STRUCTURES	1	2	3	4	5
1.	Presence and condition of asbestos refer to ACM register in the office					
2.	Presence of lead based paints					
3.	Condition of roofs, ceilings, walls, floors, doors, etc.					
4.	Condition of windows and locks					
5.	Condition of playground equipment					
6.	Condition of fencing, structures					
7.	Gutters in good condition, e.g. no leaks, blocks					

	CLASSROOMS	1	2	3	4	5
8.	Enough space for staff to carry out their duties					
9.	Adequate storage, e.g. cupboards, shelving, in room for class requirements					
10.	Floors, walkways, entrances and exits free from obstruction and hazards including school bags					
11.	Electrical leads or cables off the floor and away from walkways					

12.	Carpets, linoleum in good repair. No torn carpet or holes					
13.	Lighting levels adequate					
14.	Ergonomic principles followed, e.g. seating, appropriate table height, chairs, screen glare etc.					

COMPUTER WORKSTATIONS		1	2	3	4	5
15.	Screen based equipment guidelines followed by staff and students (See ACTU Guidelines)					
16.	Ergonomic principles followed, e.g. seating, table height, screen glare etc.					
17.	Copying machines, e.g. ventilated and adequate space for use					

ELECTRICAL EQUIPMENT		1	2	3	4	5
18.	Serviceability of light fittings					
19.	Serviceability and adequacy of power outlets and leads					
20.	Labelling and accessibility of RCD's, circuit breakers and main switch in power boxes					
21.	Electrical equipment/cables/RCD's inspection, testing and maintenance schedule					

FIRE AND EVACUATION SAFETY		1	2	3	4	5
22.	Fire extinguishers – inspected/stamped 6 monthly					
23.	Fire equipment – adequacy and accessibility in each building					
24.	Accessibility and operation of fire escape gates					

25.	Smoke alarms inspected, tested and serviced					
26.	Emergency exit sign lights inspected, tested and serviced					
27.	Employees trained in correct use of equipment					
28.	Clear emergency procedures and everyone knows who is responsible for managing emergency situations, e.g. fire, bomb threat, lockdown, major injuries and incidents					
29.	Emergency Drills – staff trained and practiced					
30.	Emergency Evacuation information packs in place near door and up to date					
31.	Alleyways and outside buildings clear of flammable materials					

	FIRST AID AND HYGIENE	1	2	3	4	5
32.	First aid kits fully equipped, available and their location known to all staff					
33.	First aid training to appropriate workplace level and frequency					
34.	Children and personnel with Special Health needs identified and information disseminated					
35.	Health and Hygiene taught in the school curriculum					
36.	Adequate supply of soap, towels, etc.					
37.	Clothing storage, cabinets and contents clean, orderly and readily available					
38.	Staff knowledge of procedure for administration of medicines for Special Health needs students during school hours					

39.	Staff knowledge of steps taken to prevent cross contamination					
40.	First aid information available such as CPR posters displayed					

	SAFE FOOD PREPARATION AND HANDLING	1	2	3	4	5
41.	Staff aware of requirements in Food Safety Standards guidelines (personal hygiene, hygienic food preparation and handling, safe storage, prevention of food poisoning, etc)					
42.	Hands washed thoroughly					
43.	All cuts or wounds covered with a waterproof bandage and disposable gloves					
44.	Long hair tied back or covered					
45.	Equipment used washed thoroughly					
46.	All fruit and vegetables washed in clean water					
47.	For cooked or ready-to-eat food, utensils such as tongs, spoons, spatulas or disposable gloves used					
48.	Raw foods stored below and separate from cooked or ready-to-eat foods in refrigerator					
49.	Preparation area is clean and tidy					
50.	Refrigerators in good working order and temperature is 5 degrees or below					
51.	Food storage containers clean and in good repair					

TOOLS

Correct Use and Storage

		1	2	3	4	5
52.	Only used for purpose for which they are designed					
53.	Used correctly, sharp tools used away from the body, tool or object held securely					
54.	All tools stored in suitable area and locked away					

Condition - Hand Tools

		1	2	3	4	5
55.	In good condition, free from cracks, breakage, handles secure, etc.					
56.	Blades sharp and free of damage					
57.	Regularly cleaned/maintained					

Condition - Power Tools

		1	2	3	4	5
58.	In good condition					
59.	Electrical cords/plugs condition and tested/tagged					
60.	On/off and safety switches operate correctly					
61.	Guards provided are in good condition					

	PERSONAL OH&S	1	2	3	4	5
62.	Staff wellbeing needs and issues of concern are identified (eg, staff review, staff satisfaction survey)					
63.	Resources are available to meet staff well-being or counseling needs.					
64.	Regular contact maintained with sick or injured staff					
65.	Absentee record monitored to detect patterns					
66.	Staff provided with information, clear instructions and training to perform their work in a safe manner with minimal risks, eg. staff receive copy of school's OH&S policy and other documents					
67.	Staff have opportunities to raise OH&S issues and are involved in decision making processes.					

	SAFE SYSTEM OF WORK	1	2	3	4	5
68.	Staff awareness of OH&S Act, relevant codes of practice and procedures and are complied with.					
69.	The School Board shares responsibility with the Principal for the OH&S and maintenance of the school's facilities					
70.	Trained staff OH&S representative with time and facilities to deal with OH&S matters					
71.	Statutory requirements/codes of practice fully complied with for electrical, chemical, flammable and physical hazards including Hazardous Materials register with Safety Data Sheets available					
72.	Rehabilitation/Return To Work Policy and Procedure in place in accordance with WorkCover requirements					

73.	Playground duty – adequate staff members are on duty and procedures are in place to deal with any safety issues arising					
74.	Corrective actions completed for previous Safety Audit (particularly actions for high risk issues)					

	SAFETY PUBLICATIONS AND NOTICES	1	2	3	4	5
75.	Staff have access to relevant OH&S information (eg, OH&S Act, Regulations, relevant codes of practice and procedures.					
76.	Hazard warning signs and Safety posters displayed as needed to reduce risk.					

	SCHOOL GROUNDS (in and close to school)	1	2	3	4	5
77.	Trees and shrubs maintained, e.g. damaged, low, spikey branches, leaning trees, etc.					
78.	Sports and physical education areas designed to accommodate activities safely					
79.	Bicycles stored safely					
80.	Front access gate self-closing and child safety latch working. Rear exit gate locked and able to be opened					
81.	No trip or slip hazards on paths, ramps, walkways and other trafficable areas.					
82.	Outside steps, ramps and paths in good condition.					
83.	Walkways, steps, ramps clearly marked and well lit at night.					
84.	No hazardous blind corners or posts.					

85.	Sand in playground equipment areas raked regularly and hazards removed. Mulched play areas have adequate mulch and are free of hazards					
86.	Students and staff aware of sharps hazards and a procedure in place to dispose of them safely.					
87.	Children/staff made aware of any maintenance or construction works occurring in or around the school grounds and areas cordoned off as required					
88.	Outside contractors are made aware of the location of children and duty of care					
89.	Staff and Children following 'Playground Procedure' and unsafe behaviours are addressed					
90.	Grass and vegetation cut and maintained to reduce fire or snake hazards					
91.	Vehicle speed limitation in and around school					
92.	Defined parking areas and free of hazards					

	STAFF KITCHEN AND EATING AREA	1	2	3	4	5
93.	Crockery chip and crack free					
94.	Facilities hygienically clean and tidy					
95.	Electrical equipment safely maintained (fridge, kettle, microwave, oven, etc)					
96.	Food scraps, soft drink containers, etc. adequately disposed of					
97.	Staff roster system up to date					
98.	Microwave, toaster, coffee machine and refrigerator clean and in good working order.					

	BATHROOM AND TOILETS	1	2	3	4	5
99.	Clean and in good working order, e.g. no leaks, no litter					
100.	Adequate numbers to meet school requirements					
	STORAGE	1	2	3	4	5
101.	Storage capacity adequate in each area					
102.	Storage areas well defined, easily accessible and kept neat and tidy					
103.	Stored items are easily and safely accessible, eg, heavy items stored lower, items reachable, etc					
104.	Lifting aids in good condition, e.g. trolley, ladders					
105.	Hazardous substances and cleaning products are isolated, secure and labelled.					
106.	School applies 'just-in-time' principles to purchase of materials					
107.	Stored materials regularly assessed and unused materials disposed of/recycled					
108.	Staff not required to reach above shoulder heights for extended periods					
109.	Manual handling tasks have been identified and assessed and staff trained in correct manual handling					
110.	Adequate ventilation in storage areas					
111.	Shelves free of dust and litter					

	STUDENTS OH&S	1	2	3	4	5
112.	Students involved in identification and reporting of hazards to reduce the risk of school related injuries, infections, etc.					
113.	Guidelines set for students on the following issues:					
	(a) Strangers in and around the school					
	(b) Bicycle riding and maintenance, road rules					
	c) Playground safety, e.g. shoe laces, trip hazards, appropriate clothing, hats and sunscreen)					
	(d) Students know what to do if they find “sharps” in the school yard, etc					
	(e) Classroom safety					
	(f) Trips/excursions/camps safety, e.g. bus travel, supervision					
	g) Travel to and from school, e.g. getting on and off a bus, behaviour on a bus or car					
	(h) Parents dropping off and picking up from school					
	(i) Promotion of health and safety education e.g. incursions, posters					

DETAILS OF ISSUES FOUND

DATE:

Date	Details and Suggested Corrective Action	Reported by	Person to Action	Date Actioned
	GENERAL COMMENTS			
	SIGNATURE:			

Signature: _____ Date:

Principal

- Forward original to OH&S Officer/Principal
- Retain copy with Board minutes