BASIC BELIEF
Mansfield Primary School recognizes it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health 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 strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on Occupational Health and Safety (OHS) issues will be encouraged and consistent with:
(a) The DEECD Mission Statement that schools provide a safe and appropriate teaching and learning environment for both staff and students
(b) The school's legal obligations under the Victorian OHS Act 1985 and Common Law duty of care.

IMPLEMENTATION
- Occupational Health and Safety is a shared responsibility of the School Council, all staff and students.
- School Council will provide funds to ensure that the appointed workplace OHS representative receives the appropriate training and accreditation.
- Occupational Health and Safety representatives and Principal will meet at least once per term.
- Adequate resourcing will be available via the Facilities Committee and budget to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- The Occupational Health and Safety representative and Principal will conduct regular ‘walk through’ safety audits.
- Issues relating to OHS being conducted at the school, will be communicated to all staff and other relevant people via Consultative Committee or staff meeting minutes, public address announcements etc.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel will be maintained at all times. (see First Aid Policy)
- All accidents and incidents will be investigated and reported to appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- Work Cover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Victorian Work Cover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DEECD Occupational Health & Safety Unit.
- An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee or after any serious incident.
- The outcomes of this review will be included within the Buildings and Grounds committee’s report to School Council and the community. This policy will be reviewed as part of the school’s three-year review cycle.

This policy was ratified by the Mansfield Primary School Council on – 6th June 2011

Review Date: 2014