



# Occupational Health and Safety Policy

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## OCCUPATIONAL HEALTH AND SAFETY POLICY

**"The Muslim is one from whose tongue and hand other people are safe...."**  
*Hadith of the Prophet Muhammad (pbuh) Related by Al-Bukhari, Muslim, Abu Dawood and Al-Nassaie*

### **RATIONALE**

A healthy and safe working environment is vital to the welfare of students, staff and school community members. Therefore, it is our responsibility to value this resource and to provide and maintain a working/learning 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.

This document is to be read in conjunction with the Colleges' Risk Management & Safety in Schools Policy, Emergency Management Procedure, First Aid Training Guideline and Policy and College Maintenance Plans.

Australian Islamic College 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 OHS issues will be encouraged.

### **POLICY OBJECTIVES**

- To minimize and prevent the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing reoccurrence.
- To maintain records on all Staff, Health and Welfare activities undertaken.
- 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 make staff aware of the Manual Handling Policy in relation to staff health, safety and well-being.
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to health and safety issues.
- To provide resources and support for the fulfillment of these objectives

### **RESPONSIBILITIES**

Australian Islamic College has the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

## **Principal**

The Principal is responsible for maintaining a safe work environment and providing adequate supervision, information and training so that staff, students and guests to the school are not exposed to hazards. This responsibility also includes the implementation of procedures or policies in all areas listed previously e.g. Induction of staff, hazardous chemicals.

The Principal should then inform the Deputy Principal, Department Heads and others in supervisory roles of their responsibilities as these people are in a better position to assess what is going on in specific areas of the school.

The Principal will:

- Provide a safe and healthy environment for staff, students and others which meets the professional, social and personal needs of the staff
- Oversee the Development of processes/procedures to implement DE&T policies
- Ensure all staff adhere to the formal process of reporting, recording and investigating incidents.
- Adequate resourcing will be available as far as is possible to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- Duties regarding OH&S will be built into job descriptions and duty statements.
- All staff will be inducted in OH&S procedures at the beginning of the year or on commencement at the school.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff.
- First aid trained personnel will be maintained at all times.
- Regulations relating to the correct use of equipment and substances will be communicated to relevant staff and adhered to.
- Develop and encourage processes which will further develop, maintain and strengthen communication channels throughout the school to enhance staff welfare.

## **Staff**

All staff also have a level of responsibility and Occupational Health and Safety is a shared responsibility of all staff. They are responsible for their own safety and health and that of others around them, including students. They must follow the procedures developed by the school to prevent accidents and report all accidents or potential incidents.

All staff will:

- Take reasonable care for the health, safety and welfare of themselves and others at the workplace.

- Respect, encourage and accept each other's skills, attributes and opinions.
- Co-operate with the administration and working party for Health, Safety and Welfare ensuring a safe, healthy working environment.
- Report potential and actual health, safety and welfare via the Hazard Alert.
- Co-operate with the Principal in the development and delivery of return-to-work and support programs in occupational rehabilitation.
- Staff must not lift any heavy objects. If something heavy needs to be carried they should ask for assistance from the Maintenance Department or seek the aid of a trolley. This is to prevent any possible injuries that may occur.

### **Resource Manager/Maintenance Coordinator**

The Resource Manager/Maintenance Coordinator will:

- Ensure that all machinery and power tools (other than those being used by contracted trades persons) used on site are of commercial or industrial standard and that all equipment is used and serviced to the manufacturers specifications
- Conduct regular checks on playground equipment, electrical equipment etc as per safety regulations.
- Collaborates with the Occupational Health and Safety Rep for safety issues.
- Follow the individual Maintenance Plans for each College.

### **Occupational Health and Safety Rep**

- The OHS Rep for each College advocates OH&S in the workplace.
- Implements Occupational Safety and Health Audits.
- Oversees Health and Safety training and development of staff.

## **PROCEDURES**

### **Emergency Drills & Fire Safety**

At least twice per year the school will conduct emergency drills (Refer to Lockdown Policy). In the case of an evacuation of the building all personnel should evacuate the building and move to the assembly point on the playground as per the Emergency Evacuation Plan. Fire extinguishers are serviced as per requirements.

### **First Aid**

Front administration staff members hold current First Aid certificates. Their responsibility is primarily to ensure that students receive appropriate attention for minor injuries and that parents are informed if the child is sick or requires further treatment. The Emergency procedure manual, first-aid register and injury report forms are located at the front administration office.

### **Incident/Injury Reports**

All staff are required to complete appropriate forms for critical incidents or injury to students or self as soon as possible after the event. These are available from the front office and should be passed to the Principal for completion and processing.

### **Ergonomics**

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

### **Workers Compensation**

Staff are required to advise the administration immediately of any Workers Compensation claims. The college procedure and guidelines for Workers Compensation Claims are to be followed in such circumstances (**Appendix 1**).

### **Storage**

Hazardous materials and chemicals are stored by in original, clearly labelled containers in a locked area as per supplier guidelines. Cleaners have the responsibility to ensure that their cleaning materials are locked away when not in use and that they comply with safety procedures in their use and handling. Please refer to Risk Management and Safety in Schools Policy for further information.

### **Health**

All students and staff are expected to follow sun-safety guidelines. The college has a strict 'no smoking' policy and medication administration to students is only by First Aid trained personnel with parental permission.

### **Building and Surroundings**

Roof, gutters, windows, fences, roadways etc are checked in accordance with the maintenance plan. Annual review of facility and building conditions with appropriate responsive maintenance performed every Term 4 break.

Implementation date: [February 2017]

Approved by: [Executive Principal]

Next review: [February 2018]

## APPENDIX 1 - Workers Compensation Claim Procedure

**Employee's Report Form (2B)** - this form is to be completed by the injured employee. Please ensure that both the signature of the injured worker and a person who witnesses the injured worker's signature are placed in both places in the 'Injured worker's declaration' section of the form. The Privacy Amendment Act section also needs to be completed.

Copies of the form are available from the Head Office on request.

Below is a checklist for your records;

### CHECK LIST

Injured Worker:

- Ensure the Principal/Manager has been advised of incident. [ ]
  - An **incident report form** has been completed [ ]
  - Obtain a **Workers' Compensation First Medical Certificate** from initial treating doctor. [ ]
  - Ensure that the **Employees Report Form 2B** is completed and signed in all the relevant areas. [ ]
- Hand all completed papers to Head Office. [ ]

Injury occurs



Seek first aid, if applicable or seek medical attention



Complete a Confidential **Incident / Injury Report Form**



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



**Employee 2B Form:** To be completed by the injured employee



Submit above documents to Head Office