**Kuku District School**

**OHS – Occupational Health and Safety Policy**

**Rationale**

* A healthy and safe working environment is vital to the successful functioning of our school.
* Promotion and maintenance of a safe working environment is a responsibility shared by all.

**Aims**

* To ensure that appropriate standards of workplace safety are maintained at all times.
* To raise the profile of Occupational Health and Safety issued within the school.
* To create a team approach to health and safety issues.
* To prevent accident, injuries and disease in the workplace.

**Implementation**

* Occupational Health and Safety is a shared responsibility of the School Management and all staff.
* An Occupational Health and Safety Committee will be established and it will meet at least termly.
* An Occupational Health and Safety Representative (OHSR) will be elected by staff.
* The OHSR and the head of school will be members of the OHS committee.
* School Management will provide funds to ensure that the appointed workplace OHSR receives the appropriate training and accreditation.
* The OHS committee will establish and conduct an annual OHS Activities Calendar of mandated and situational OHS requirements including communication of OHS policy with staff, walk-through audits, workplace and first aid inspections, policy and first aid reviews, training programs etc.
* The OHS committee will communicate openly and freely with all staff. This includes the establishment of an OHS notice-board in the staffroom that will include the following:
* Minutes of OHS meetings
* Newsletters
* Names and contacts of all OHS committee members
* Consultation and Communication policy
* OHS Activities Calendar
* Emergency Plan.
* OHS matters will regularly form part of general staff meeting agendas.
* The OHSR and head of school and appropriate others will conduct regular ‘walk through’ safety audits and inspections using appropriate checklists and reports will be agented for OH&S committee to consider and act upon.
* Monthly OHS committee meetings will also include reviews and updates of the OHS activities calendar, reviews of any incidents or hazards reported by staff, and any new training that is required.
* Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OHS committee safety audits, inspections, initiatives can be fully investigated, planned and implemented as appropriate.
* Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via staff meetings and public address announcements etc.
* All accidents and incidents and near misses will be investigated and reported to the OHS committee and any other authorities as appropriate.
* A formal process of reporting, recording and investigating incidents will be well known, adhered to and maintained.
* All employees may raise OHS concerns directly with the OHSR or head of school or any OHS committee member at any time.
* Work Cover and rehabilitation issues are to be referred to the head of school.
* The head of school should seek advice from the Ministry of Education, Heritage and Arts for information regarding any areas in concern.

**Evaluation**

* An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the head of school and nominees from the OHS committee or after any serious incident or near miss.
* The outcomes of this review will be placed on the OHS notice board and will be included within the report to School Management and the community.
* This policy will be reviewed as part of the school’s three-year review cycle.

**SCHOOL OHS POLICY- STANDARD OPERATION PROCEDURES**

* Any person entering the school premises outside the official hours will do so at their own risk.
* Any person entering the school premises must take heed of the notices put up at the hazard areas.
* The class teacher is responsible for safety of the children in his/her class during lesson times and recess and lunch intervals.
* The Teacher on Duty is responsible for the safety of the children before 8.00am and after 3.00pm.
* Any sickness or accidents must be reported to the class teacher and then to the head of school.
* The Teacher on Duty is responsible for Road Safety during his or her duty week.
* All visitors to the school including parents and guardians must report to the head of school first.
* No child is permitted to leave the school premises without the approval of the Head of School.
* The incinerator area is out of bounds unless under teacher’s supervision.
* Light switches, power points and fan are out of bound.
* There should be No Running on the verandah.
* Playing is not permitted indoors.
* Children handling gardening tools must be under teacher’s supervision.
* Children are not to climb on trees or the roof top of the main school block.
* All rubbish must be disposed properly.

**OHS Committee Members**

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| **No.** | **Name** | **Position (OHSC)** | **Position (in school/community)** | **Contact number** |
|  | Nandita Kumar | Overseer | HOS | 9433559 |
|  | Josua Vosaki | Manager | School Manager | 8426867 |
|  | Ledevina Natoba | Immediate Supervisor | Years 1 and 2 teacher | 2713637 |
|  | Sharti Kumar | Assistant co-ordinator | Years 7 and 8 teacher | 9724733 |
|  | Atanasio Niukala | Team Member | Years 3 and 4 teacher | 7147377 |
|  | Roshni Lata | ECE Coordinator | ECE teacher | 9739071 |
| 7 | Manoa Ranamalo | School Gardner | Representative from village | 8452467 |
| 8 | Patricia Rakanace | Admin Officer | Representative from village | 2131718 |

**Mrs. Nandita Kumar**

**Head of School**