Philosophical Basis:
Doncaster Gardens Primary School has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and wellbeing. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

Guidelines:
- DGPS will comply with all current OH&S related legislation and DEECD directives or guidelines relating to health and safety.
- The Principal has a duty to provide and maintain, so far as possible, a working environment that is safe and without risk to health.
- Employees, contractors and other visitors to the site share this responsibility and are required to adhere to safe work practices.
- A consultative, co-operative approach between employees and management on OH&S issues will be encouraged.

Implementation:
- The OH&S Representative will be elected by the staff and will carry out his/her duties on behalf of the staff.
- The OH&S Representative will liaise with the principal on any OH&S issues to ensure that they are addressed and rectified in a timely manner.
- An OH&S committee will be formed at the beginning of each year.
- Appropriate information, training and supervision are to be provided for the staff, particularly the person in charge of OH&S. He/she will receive the initial 5-day training followed by a 1-day refresher each year. Ongoing updates should be provided to all staff to ensure that the school community is aware of current OH&S practices.
- Adequate facilities and equipment, in line with OH&S guidelines, are to be provided to protect the welfare of all employees and students.
- The workplace is to be maintained in a safe and healthy condition.
- Arrangements will be made for the safe use, handling, storage and transport of potentially dangerous equipment and substances, including flammable chemicals, and these will continue to be monitored.
- Risk reduction will be a central goal of the school through the implementation of such things as:
  - identify hazards and assess risks to safety in the workplace, and conduct regular risk assessments
  - formal processes for reporting, recording and investigating potential or actual hazards
  - reporting and documenting of all injuries and incidents
  - provision of appropriate first aid facilities and trained personnel
  - emergency management procedures
  - staff support programs
- Electrical appliances will be tested according to DEECD guidelines.
- Access for emergency vehicles will be available via 3 double gates. Two gates are located on Dehnert St and one is located on Sandhurst Ave. Both will be kept free of any obstructions and regularly inspected by staff members at 8:45am and 3:30pm Monday to Friday. There will also be a more thorough inspection done by the Buildings and Grounds Coordinator each term.
- Entry and exit points into buildings will be regularly monitored by staff members on a daily basis. Any obstructions will be reported to the Principal immediately, and appropriate action taken. There will

March 2014
also be a more thorough inspection carried out by the Buildings and Grounds Coordinator once each term that is linked to the School Maintenance System (PRMS).

- Paths of travel will be regularly monitored by staff members on a daily basis. Any obstructions will be reported to the Principal immediately and appropriate action taken. There will also be a more thorough inspection carried out by the Buildings and Grounds Coordinator once each term that is linked to PRMS.

**Evaluation:**

- The school buildings and grounds will be inspected annually for hazards, and all work practices reviewed. Any problems identified will be addressed immediately. This is to be done in consultation with the staff, so that everyone is kept up to date with current safe work practices.
- This policy will be reviewed every three years as part of the policy review cycle.