



Orroroo Kindergarten
West Terrace
Orroroo, SA, 5431
Phone: (08) 8658 1008
Fax: (08) 8658 1355

e-mail: ros.bowman624@schools.sa.edu.au

Workplace Health and Safety Procedure

Rationale:

Orroroo Kindergarten is committed to the proper management of Workplace Health and Safety which ranks equally with all other operational considerations. It is the aim of Orroroo Kindergarten to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health, safety and welfare and providing the resources for its successful implementation and continuous improvement.

Objectives:

The objectives of this policy are to ensure:

- All hazards and risks to health and safety are identified, assessed and where they cannot be eliminated are effectively controlled
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated
- Employees are consulted and encouraged to contribute to the decision-making process on workplace health and safety (WHS) matters affecting health and safety at work
- All managers, supervisors and employees receive the appropriate information, instruction, training and supervision they need to safely carry out their responsibilities

Strategies:

Orroroo Kindergarten will achieve its workplace health and safety and welfare objectives by developing and implementing appropriate policies and procedures that document standards and guide managers, supervisors and employees in carrying out the responsibilities in

- Identifying hazards and risks to health and safety associated with tasks and activities carried out by Orroroo Kindergarten
- Assessing the degree and level of risks arising from hazardous tasks or activities
- Selecting, implementing and maintaining appropriate measures to control risks to health and safety
- Consulting with employees and their representatives on matters that may affect their health and safety identifying, developing and providing appropriate information, instruction and training to equip managers, supervisors and employees with the knowledge and skills necessary to meet their responsibilities
- Developing, implementing and monitoring plans to put Orroroo Kindergarten health and safety policies and procedures into effect.

Roles and Responsibilities

Responsible Officer

- The Director as the responsible officer has the overall responsibility to provide a healthy and safe workplace for employees and will ensure adequate resources are provided to meet the health and safety objectives and implement strategies
In particular the Director will ensure:
 - Appropriate procedures are developed and implemented to enable the effective management of health and safety and control of risks to health and safety
 - Mechanisms are provided to enable the identification, development, implementation and review of appropriate health, safety and welfare-related policies and procedures
 - Mechanisms are provided to enable employees and their representatives to be consulted on any proposals for, or change to, the workplace, work practices, policies or procedures that may affect the workplace health and safety of employees
 - Managers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities
 - Mechanisms are provided to enable the assessment of Coordinator's and Employee's health and safety performance
 - WHS performance is an integral component of Orroroo Kindergarten's business and financial plans
 - Mechanisms are provided to regularly monitor and report on health and safety performance
 - Annual health and safety strategic plans are developed and implemented to meet health safety objectives
 - All risk control measures in their areas of responsibility are implemented, regularly monitored and maintained
 - The employees under their control are provided with the necessary information, instruction and training to effectively and safely carry out their jobs
 - Report any incident or hazards at work to their coordinator and fill out the near miss or needs attention form when required.
 - Carry out their roles and responsibilities as detailed in the relevant health and safety policies and procedures
 - Follow any reasonable instruction aimed at protecting their health and safety while at work, including daily inspections.
 - Use any equipment provided to protect their health and safety while at work
 - Assist in the identification of hazards, the assessment of risks and the implementation of risk measures
 - Consider and provide feedback on any alters which may affect their health and safety
 - Ensure they are not as affected by alcohol or another drug to endanger their own or any other persons' health and safety.

