POLICY NO. 61 Risk Management

Written by: Nick Tan, Jenny Stokes, Kay Everson, Lindy Powell.

Date approved by School Council: 10th August, 2009

PURPOSE:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues within our school.
- To prevent accident, injuries and disease in the workplace.

GUIDELINES:

- Collect Information: All injuries will be investigated by principal and OH&S representative who will take immediate action to avoid a recurrence if possible, and record it on CASES. All reports will form a Register of Injuries available to all staff.
- Analyse Data: The Occupational Health and Safety committee will analyse all of the above data to ascertain accident patterns, identify risks, determine priorities, and in consultation with the community, develop a strategic plan to be implemented to eliminate or control all identified hazards.
- Prevention: The strategic plan will be implemented with resources, responsibilities and timelines all being identified. Where possible all hazards will be eliminated, otherwise the risk will be reduced by means of changed work practices as a result of a Task Analysis, changed equipment, protective equipment, emergency planning, safety equipment etc.

Evaluation:

- 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 every significant 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.

Related Policies:
Policy # 59 Emergency Management
Policy # 61 Incident Management
Policy # 63 Student Injury
Policy # 64 Staff Injury