



St. Joseph's Primary School Numurkah

Risk Management Procedure 2016

Relevant Vision Statement

*** “In never seeing a need without doing something about it” (Mary MacKillop)**

Relevant Mission Statement

- **Working to ensure an environment of mutual respect between all school community members.**
- **Upholding the value that each school community member has needs, rights and responsibilities.**
- **Providing clear expectations of behaviour and treatment of others.**

Commitment to Child Safety

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Basic Understandings:

That the Risk Management Procedure is an integral component of the OHS Management System and is used in ongoing processes especially when any major changes occur in the workplace.

- *Risk Management includes*
 - hazard identification*
 - Risk assessment*
 - Hazard / risk control*
 - Procedural controls*
 - Monitor and review.*

Hazards are classified as being

- Physical*
- Chemical*
- Biological*
- Psychological*

Aims:









- 1. We aim to identify hazards, ascertain risk and put controls in place to minimize or remove the hazard.**
- 2. We aim to have an efficient form of documentation.**
- 3. Carry out regular hazard audits and work area surveys**

Process:

- 1. Informal Processes such as observation, past experience/s, knowledge of equipment and processes and analyzing individual work tasks.**
- 2. Formal Processes such as walk through inspections which should include Leadership Personnel including the OHS Committee Leader, checking of past records, consulting employees, being informed re product / processes and analyzing individual work tasks.**

Role of the Principal when a serious accident occurs.

- **** A serious injury is seen as**
- **Permanent serious impairment or loss of a body function**
- **Permanent serious disfigurement**
- **Permanent severe mental or permanent severe behavioural disturbance or disorder**
- **Loss of a foetus**

-  **Notify the Leadership team which includes the Vice Principal and the OHS Committee Leader**
-  **Get to the scene as quickly as possible – taking safety precautions – ie checking for hazards**
-  **Attend to the injured person and check they are receiving appropriate medical care.**
-  **Speak to the injured person and or witnesses to collect information in regard to what happened.**
-  **Inspect the accident scene – document any important information – ie sequence of events, work practices, communication**
-  **Take the appropriate steps to prevent a reoccurrence of the event.**
-  **Check all documentation is completed AND sent to CCI and Worksafe.**
-  **In the case of a fatal or serious injury, the scene has to remain in the same state – unless others are at risk of a reoccurring event.**

Inspections should:

- 1. Be carried out on a regular basis ie weekly / monthly or after an incident.***
- 2. Be both either formal and informal***
- 3. Be specific in response to a complaint***
- 4. Be determined by the OHS Committee***
- 5. Be carried out as a result of an accident or injury***
- 6. Be carried out using the appropriate checklist.***

Note: If required refer to the appropriate inspection checklists as per Worksafe Victoria or the Department of Education and Training.

Inspections include the following categories:

- **Work Processes**
- **Premises and Structures**
- **Plant and Equipment**
- **Purchases**
- **Work Environment**
- **Refer to pages 98 - 100 Sandhurst Occupation Health and Safety Guide.**
- **For review 2019**
- **Ratified by the School Board**