



Oakleigh Grammar

Policy Document Name	Falls Prevention Policy
Date Ratified by Board of Management	November 2022
Date for Review	November 2025

1. Preamble

Accidents can occur in schools as a result of students, staff members, contractors or volunteers slipping, tripping or falling. The number and seriousness of accidents due to slips, trips and falls will be significantly decreased if proper training and precautions are taken.

2. Purpose

Aim to eliminate reduce workplace injuries due to slips, trips and falls.

3. Protocols

- a. All people attending, working in or visiting Oakleigh Grammar are entitled to do so without slipping, tripping or falling due to a preventable environmental hazard.
- b. The School will comply in accordance with the Occupational Health & Safety (Prevention of Falls) Regulations 2003 (Vic)
- c. The Occupational Health & Safety (OH&S) Committee will identify potential hazards, and establish and implement safe work procedures as well as a control plan, based on the recognised hierarchy of control (elimination, substitution, isolation, modification, administrative controls, and protective equipment) for slips, trips and falls hazards.
- d. Loose carpets, uneven concrete, electrical cords, poor lighting, worn stairs, general clutter, slippery surfaces, poor or missing handrails, pot holes within the school grounds OH&S Committee will be amongst the hazards that may be identified.
- e. The OH&S Committee will conduct a risk assessment regarding the installation of fixed walkways, platforms, stairs or handrails to difficult locations where a 2 metre fall could potentially occur that require regular or routine access e.g. lighting for theatrical performances.
- f. The OH&S Committee will consult widely with the Senior Leadership Team in the development of the falls prevention control plan.
- g. All staff will undertake in-service training in relation to falls safety commencing with the staff members most likely to use ladders or work at heights greater than two metres (e.g. maintenance person or Physical Education staff member). Only trained and authorised persons will carry out Principal and or delegate approved work at our school where there is danger of a fall of greater than two metres.
- h. It is preferred at all times that work is carried out from the ground if at all practicable.

- i. It is preferred that access to heights greater than two metres, such as roofs, be via solid constructions such as stairways or by devices such as cherry pickers or scissor lifts used by contractors rather than by ladders or by staff.
- j. Generally, all work on the School roof will be carried out by licensed contractors rather than staff members or volunteers. All ladders must be compliant with AS 1892.
- k. All work at a height greater than two metres will be done in the company of a second adult.
- l. A secure harness should be used when accessing heights greater than two metres.
- m. Staff members will not be expected or directed to use ladders for any purpose or carry out any work on school roofs, including the retrieval of balls, or at heights above ground level.
- n. Gutter Guards where practical will be installed to minimise the need to retrieve balls from roofs.
- o. All staff are expected to wear footwear (that is consistent with the staff handbook) to minimise the risks of slips, trips or falls. e.g. sports shoes for sport.