



OCCUPATIONAL HEALTH AND SAFETY POLICY

1. STATEMENT OF CONTEXT AND PURPOSE

The School works towards providing a workplace that enables all activities to be carried out safely. It takes all measures that are reasonably practicable to eliminate or minimise risks to the health, safety and welfare of staff, students, contractors, visitors, and anyone else who may be affected by the operations of the School.

The School is committed to:

- reducing OH&S risks within the School;
- consulting and co-operating with staff on health, safety and wellbeing issues directly as well as through the OH&S Committee;
- achieving continuous improvement by monitoring and reviewing measurable targets and objectives;
- complying with all relevant health and safety legislation; and
- allocating adequate resources to maintain a healthy, safe and supportive workplace.

This policy and procedure is designed to ensure employees, contractors, visitors, and authorised personnel of the School work in an environment that is safe.

2. APPLICATION

This policy applies to all employees, contractors, visitors and other authorised personnel required to perform work on the School's premises.

3. DEFINITIONS

Supervisor means an individual who has been delegated the authority to be responsible for another employee in respect of specified workplace matters and/or decisions.

4. THE SCHOOL'S RESPONSIBILITIES

The School and its Leadership team are responsible for:

- providing adequate resources for implementing this policy;
- providing and maintaining safe plant and systems of work;
- making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances;
- maintaining, so far as is reasonably practicable, a School that is safe and without risks to physical and mental health;
- providing adequate facilities for the welfare of all staff and students;
- providing information, training and supervision for staff, students, volunteers, and contractors enabling them to work in a safe and healthy manner.

Staff, volunteers, contractors and hirers are responsible for:

- fulfilling their duties under OH&S legislation and acting in a safe manner;
- taking reasonable care of their own health and safety and that of others affected by their actions;
- complying with the School safety procedures and directions; and

- acting in accordance with agreed School procedures for incident reporting and reporting potential hazards and near-misses to a member of the OHS committee.

5. HEALTH AND SAFETY MANAGEMENT

The School meets its commitment to health and safety by maintaining information in accordance with statutory requirements, compliance codes and standards. Content on health and safety is available on DEEDS and includes, but is not limited to, the following:

5.1 CONSULTATION AND PARTICIPATION

Open communication is important to ensuring a safe workplace. The School provides many avenues for effective communication and collaboration, including, but not limited to:

- Regular Meetings
The School has a formal OH&S Committee meets each term to monitor, review and improve the management of health, safety and wellbeing within the School.
- OH&S Noticeboards
 - OH&S noticeboards are available on inFintona>Staff Services and placed in the Staff lunch rooms on each campus as well as the Maintenance lunchroom.
 - Toolbox Talks
Regular toolbox meetings, mainly conducted by the Property Department and IT, alert staff to potential workplace hazards, prevent accidents, illnesses and prevent on-the-job injuries. They also nurture a safety culture at an informal level and encourage open communication.
- Department Engagement
In team meetings, a standing agenda item of *Safety & Wellbeing* exists, with items identified and resolutions actioned or escalated, as appropriate.

All Safety concerns are raised via an online safety form (through inFintona) or via email directly to the Business Manager and where deemed urgent are actioned immediately or where further investigation is required they are raised for discussion and action at the OH&S Committee meeting.

5.2 CONTRACTOR MANAGEMENT

Contractors working on School-owned sites need to:

- be registered and inducted in the School's contractor management system;
- be suitably experienced to perform the tasks;
- be in possession of all necessary licenses, permits, registrations and insurance to perform the work safely and in compliance with the appropriate regulations;
- be notified of any potential hazards associated with the location or use of the area where the works are to be carried out;
- provide safe work method statements, job safety analysis and / or standard operating procedures relevant to the work to be undertaken; and
- apply to the School and receive permits from the School for high-risk work outlined in legislation.

5.3 OH&S INDUCTIONS

All new staff, contractors and volunteers are required to complete an appropriate induction that provides general and task specific OH&S procedures and practices and an understanding of their safety responsibilities, as they pertain to their role.

5.4 OH&S TRAINING

The School is committed to providing appropriate training to ensure staff have the skills and knowledge necessary to fulfil their OH&S obligations. OH&S training is a fundamental requirement for the School to maintain a safe workplace. The OH&S training needs for the School is determined by legislation and in consultation with Managers and staff.

5.5 INCIDENT, INJURY NEAR-MISS AND HAZARD MANAGEMENT

The School has forms and systems for reporting, investigating and managing incidents, injuries, near-misses and hazards.

WorkSafe are notified of all incidents that fall within their notification requirements with internal investigations conducted to ensure root causes are identified and rectified to prevent re-occurrence.

5.6 RETURN TO WORK

Should a staff member suffer an injury or illness due to their work, they are eligible to submit a Workcover claim with the School.

The School has a dedicated Return to Work Coordinator (HR Manager) who manages the process to ensure staff return to work as soon and as safely as possible.

5.7 EMERGENCY MANAGEMENT

The School has an Emergency Control Organisation (ECO). Each member of the ECO has a designated role (Floor Warden, Assembly Area Warden, Communications Officer or Chief Warden) and is provided with the necessary training, equipment, material to know what to do in the case of an emergency.

The School conducts at least one emergency drill per term.

5.8 PERSONAL EMERGENCY EVACUATION PLANS (PEEP)

The School develops and maintains a PEEP for any person who is mobility impaired and may require assistance during an emergency.

5.9 AUDIOMETRIC TESTING

The School provides periodic audiometric testing for staff whose job will be, or is, exposed to excessive noise. The testing requirements are:

- within three months after a staff member begins work for which a hearing protection is required and at least every two years following; and
- at any time when reasonably requested by the staff member, the staff member's manager, or a member of the OHS committee.

Test results and examination reports are to be retained for as long as the staff member is employed by the School. Any reports provided upon request by the School's Leadership team must not contain information that identifies, or can be used to identify, individual staff member.

5.10 MANUAL HANDLING

The School facilitates manual handling training every 2 years or as required, for specific roles in the School [from Jan 2023].

All Employees are provided with Manual handling information as part of their induction.

5.11 FIRST AID AND INFECTION CONTROL

The School has two first aid rooms; one located in Tourmont on the Senior Campus and the other in Junior Campus Administration. Both facilities have fulltime First Aid Officers responsible for attending to any injuries and illnesses, administering medication and ensuring all first aid facilities, kits and supplies are adequate for the venue and activity and up to date.

First Aid training is provided to staff each year.

5.12 OH&S CHECKS

The School undergoes regular internal OH&S inspections to ensure that hazards are identified, and OH&S requirements are maintained. These are mainly conducted on School holidays where hazards can be rectified prior to School returning from term-break.

Inspections include, but are not limited to:

- Emergency management, such as relating to egress and site maps;
- Material Safety Data Sheets;
- General hazard identification.

6. BULLYING

Refer to [Anti Bullying and Anti Violence Policy](#).

7. CONSEQUENCES OF A BREACH OF THIS POLICY

The School emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment. Employees should refer to the [Performance Management, Misconduct and Disciplinary Action Policy](#).

8. IMPLICATIONS FOR PRACTICE

8.1 AT BOARD / PRINCIPAL LEVEL

To properly implement this policy, the School, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to prospective parents and prospective students, for example on the School website;
- that this policy is incorporated into the Board's / Principal's record of current policies;

- that this policy is incorporated into the School's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy;
- that an appropriately qualified person is appointed or engaged to assist the School in meeting its occupational health and safety obligations;
- periodic safety audits are conducted and action taken in respect of any hazards and issues identified; and
- that regular reports are received from supervisors in relation to the implementation of this policy.

8.2 AT OTHER LEVELS

To properly implement this policy, all the School's employees, contractors, visitors and authorised personnel must ensure that they will abide by this policy and assist the School in the implementation of this policy.

9. REFERENCE POINTS / BACKGROUND PAPERS

- *Accident Compensation Act 1985 (Vic)*;
- *Occupational Health and Safety Act 2004 (Vic)*;
- *Occupational Health and Safety Regulations 2017 (Vic)*;
- *Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)*;
- Anti Bullying and Anti Violence Policy;
- Performance Management, Misconduct and Disciplinary Action Policy;
- Code of Conduct – Staff
- Grievance Handling and Investigations Policy
- First Aid Policy
- OH&S Risk Assessment Form
- OH&S Accident Injury Form