

## OH&S MANAGEMENT SYSTEM POLICY

### Rationale

- A healthy and safe environment is vital to the successful functioning of our school and promotion and maintenance of a safe environment is a responsibility shared by all.
- Health and safety is an issue that affects everyone in the workplace including employees, children, parents/carers, contractors and visitors.
- Effective safety management will help the Department of Education and Training (DET) improve employee wellbeing, workplace climate and operations.
- The Department's OH&S Management System (OH&SMS) was developed to clarify management of OH&S and improve workplace safety for schools and workplaces. The standardised and practical nature of the OHSMS makes it easy to implement and maintain. This will help drive continuous safety improvement by supporting Principals and Managers to deliver improved educational outcomes.
- Components of the OH&SMS are:
  - OH&S Policy and Planning
  - OH&S Consultation and Communication
  - Contractor and Volunteer Management
  - OH&S Risk Management
  - OH&S Hazard Management
  - Purchasing
  - OH&S Induction and Training
  - First Aid and Infection Control
- It is a requirement that all schools and workplaces fully implement the Department's OHSMS. Implementation will depend on the size and type of school or workplace.
- The Department's Occupational Health and Safety Management System (OHSMS) documentation is reviewed and updated as required and in its entirety every two years under the OHS systems review procedure.
- These updates are effective as of March 2016 and schools and workplaces should incorporate these changes into their workplace OHSMS.
- For a summary of the changes, see: OHS Management System Updates (docx - 71.55kb)
- Under the terms of Occupational Health and Safety Act 2004, members of the workplace must elect a Health & Safety Committee.
- The functions of the Committee are to:
  - review measures taken to ensure the health, safety and welfare of persons at the school
  - investigate any matter that may be a risk to the health, safety and welfare of persons at the school and
  - ensure that information pertaining to the function and role of the Committee is formulated, reviewed and disseminated to all employees (in other languages if appropriate) Tarneit West Primary School (Interim Name).
- A Health and Safety committee does not have to be large, but it must suit the **particular needs of the workplace** and should represent the **interests of all staff groups**.

### **Purpose**

- To ensure the school complies with the provisions of the Occupational Health and Safety Act 2004.
- To provide a forum for consultation and dissemination of information on matters which are likely to affect the health, safety and welfare of the Tarneit West Primary School (Interim Name) staff/children/families/visitors in accordance with the requirements of the Occupational Health and Safety Act 2004.
- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of occupational health and safety issues within the school.
- To create a collective approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

### **Definitions**

An OH&SMS is a set of plans, actions and procedures to systematically manage health and safety in the workplace. It is actively endorsed by a committed employer to:

- provide a safe and healthy workplace and prevent/reduce the incidence of illness and injury to employees, visitors and contractors
- identify workplace hazards and assess and control risks
- gain involvement of staff and their representatives in health and safety matters
- provide information and training for employees at all levels so they can work safely
- measure and continuously improve the OHS management system

A Health and Safety Representative (HSR) is an employee who has been elected by the members of their Designated Work Group (DWG - an agreed group of workers at one or more workplaces) to represent them in health and safety matters.

A HSR provides employees with a way for employees to raise health and safety concerns with the Workplace Manager and/or Management OHS Nominee.

### **Implementation**

- Occupational Health and Safety is a responsibility for all.
- The school will implement DET's OH&SMS.
- The school will develop and regularly review specific policies in:
  - Risk (Hazard( Management)
  - Dangerous Goods & Hazardous Substances Management
  - Contractor Management
  - First Aid

as these are specified by DET on its website School Policy Guidelines: A-Z Index.

### **Policy & Planning**

- The principal and/or the Management OHS Nominee will ensure that an OHS Activities Calendar is developed and prominently displayed in the workplace; multiple copies may be required in larger schools.
- The calendar will include activities in each of the eight aspects of the OHSMS i.e.
  - Policy & Planning
  - Consultation & Communication
  - Induction & Training
  - Risk Management
  - Hazards Management
  - Contractor Management

- First Aid
- Purchasing
- Measurement & Evaluation
- Activities will be reviewed and updated on the OHS Activities Calendar regularly. As a guide the principal and/or the Management OHS Nominee should review the OHS Activities Calendar:
  - following a review of the Risk Register
  - when first implementing the OHS Activities Calendar in the workplace
  - every month
  - when hazards and incidents are reported
  - when existing controls are not effective and need review
  - when new OHS training needs are identified
  - when new or additional activities are required by DET, auditors or the regulatory authority (WorkSafe).
- If an activity has not been implemented by the intended date, the principal and/or the Management OHS Nominee will identify the reasons for the delay and in consultation with relevant employees, determine an alternate date and update the OHS Activities Calendar accordingly.
- Employees are expected to complete the activities that have been mutually agreed with them. Where activities have not been completed, the employee must inform the Workplace Manager and/or the Management OHS Nominee, within a reasonable time so that an alternative date for the activity can then be agreed and the OHS Activities Calendar can be updated as per Section 6.2.2 above.
- A new OHS Activities Calendar is required every 12 months. It is the responsibility of the principal and/or the Management OHS Nominee to ensure that this occurs.

#### Consultation & Communication

- The school must:
  - consult with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
  - reduce OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
  - comply with relevant legislation, DET procedures and guidelines relating to OHS
  - provide a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
  - strengthen leadership capability and accountability for OHS across DET
  - maintain, monitor and review the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
  - actively support the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
  - monitor, report and respond to OHS performance outcomes to drive continuous improvement
  - allocate adequate resources to maintain healthy, safe and supportive workplaces
  - provide appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
  - report and investigate incidents where appropriate and acting to prevent re-occurrence.
- DET employees, visitors, volunteers and contractors are required to:
  - take reasonable care for their own OHS and act in a manner that does not put others at risk
  - actively contribute to identifying, reporting and reducing OHS hazards and risks

- co-operate with DET on OHS matters including following DET procedures and participating in consultation and training.

### Purchasing

- To ensure that “new” risks are not brought into the workplace, the principal must make certain that any new equipment, plant, chemicals or products are safe at the point of purchase. Any risks associated with new equipment, plant, chemicals or products must be understood and controlled before they are introduced into the workplace.
- The principal and/or Management OHS Nominee are responsible for:
  - ensuring that goods with OHS implications are identified and that minimum specifications for their purchase are developed
  - completing an OHS Purchasing Checklist for each item identified as having OHS implications
  - Completing the OHS Risk Assessment Template for any item that may have additional risk
  - implementing risk controls identified in the OHS Purchasing Checklist
  - providing information, training and supervision to employees who may be exposed to any risks associated with the purchased goods
  - ensuring employees are aware of the requirements for purchasing goods with OHS implications
  - taking corrective action in relation to any non-conforming goods
- Employees authorised to purchase goods are responsible for:
  - only ordering goods with OHS implications from suppliers on the OHS Preferred Suppliers List
  - consulting with the principal and/or OHS Nominee and HSR in relation to identified risk associated with the requested goods
- Completing the OHS Purchasing Checklist for all goods requested to be purchased that have an OHS implications
  - reporting any hazards or non-conformances associated with goods;
  - using goods only as instructed and/or specified
- Suppliers of goods are responsible for:
  - ensuring that the goods they are supplying meet the requirements of specific legislation, codes of practice and Australian Standards
  - providing goods with all appropriate information and instruction e.g. risk assessments, safe work procedures, Material Safety Data Sheets (MSDS)
  - correcting and/or replacing goods that have an identified non-conformance either at the time of receipt (and prior to use) by DET and/or according to applicable warranty provisions

### Induction & Training

- Training starts at induction when an employee or contractor commences work. Every role within the DET has specific OHS responsibilities, each requiring particular levels of competency.
- The school must identify those competencies and ensure that all employees not only understand the DET's expectations, but also, that they have the training necessary to competently meet those responsibilities.
- The provision of adequate information, instruction and training in a structured and timely manner will ensure employees and contractors understand their health and safety obligations and that they are competent to perform tasks associated with their roles safely.
- Staff will complete the various OH&S modules on line as they appear.

- School leadership may elect to complete the Safety Management for School leaders Training and/or Coaching for Leadership Teams available through the website below
- A checklist of the various needs of the workplace should be developed and completed when training has been undertaken.

#### Measurement & Evaluation

- DET is responsible for assessing the level of implementation of the OHSMS in its workplaces and will audit the following elements in each workplace:
  - OHS planning
  - Consultation and communication
  - Risk and hazard management
  - Incident reporting and investigation
  - Emergency management
  - First aid
  - OHS induction and training
  - Contractor management
  - OHS purchasing
- DET is responsible for developing an annual audit schedule for DET workplaces, ensuring every school is audited at least once, over a four-year cycle.

#### Contractor and Volunteer Management

*Please refer to specific policies*

#### Health & Safety Committee

- A Health and Safety Committee comprising at least equal numbers of employees and representatives of management will be formed.
- Management representation will be appointed by the Workplace Manager and/or the Management OHS Nominee.
- The Committee will meet at least once per term or more frequently if 50% or more of members request a meeting be held.
- The scope of the Committee involves:
  - OHS training and education of employees, Committee members, HSR and Deputy HSR
  - monitoring and review of workplace inspections, workplace hazards, incidents, injuries and investigations
  - developing and reviewing risk assessments and risk controls
  - reviewing safe work procedures (SWP)
  - reviewing any purchasing checklists/guidance for items with OHS implications
  - developing safety rules and information and
  - reviewing emergency procedures and drills
- A quorum of members must be present before the meeting can proceed. At least one employee representatives and one management representatives must be present for the meeting to have legitimacy.
- The Committee has the power to make recommendations to the workplace management relating to any matters listed under Scope above or any other matters set out in the OHS legislation.
- The Committee does not have the power to implement those recommendations.
- Should a Committee recommendation be rejected by the principal, the Committee may elect to follow the workplace's agreed OHS Issue Resolution Process.
- An agenda for each meeting will be prepared by the Secretary.
- Minutes of the meeting will be taken and will be displayed on the OH&S noticeboard.

- DET Regional OHS/WorkSafe Advisors or any person with special knowledge of a particular matter or supervisor in charge of a particular area may attend by invitation from the Chairperson or by request to the Chairperson in writing as an invited guest. An invited guest does not have voting rights on the Committee and may be requested to leave at any time by the Committee Chair.
- Observers, such as employees from the work group, may attend at the discretion of the Committee as invited guests.
- Under Clause 13B of the Regulations, Committee members are entitled to training and education to help them carry out their duties.
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health and Safety standards.
- Funding will be allocated for appropriate training and accreditation for the Occupational Health and Safety representative/s.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits using checklists contained in the 'OH&S Guidelines – Support Material for Schools' document and provide draft reports for OH&S committee to act upon.
- A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained.
- Issues relating to OH&S will be communicated to all staff appropriately.
- Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.
- The required number of first aid trained personnel and first aid kits will be maintained at all times.
- Please refer to the school's First Aid Policy.
- All accidents will be investigated and reported according to DET Guidelines and school based procedures.
- All incidents will be investigated and reported according to DET Guidelines and school based procedures, all appropriate authorities will be notified including WorkSafe.
- WorkSafe and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Victorian WorkSafe Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the DET Occupational Health & Safety Unit.
- The Committee will regularly refer to the: OHS Management System Updates (docx - 71.55kb) to check for updates to the OH&SMS.

#### Additional Information

Inspection Checklists are available for:

- Design and Technology Room Inspection Checklist
- Laboratory / Science Room Inspection Checklist
- External Grounds and Sporting Field Inspection Checklist
- Playground Inspection and Structures Inspection Checklist
- Swimming Pool Inspection Checklist
- Art Room Inspection Checklist

#### Use of AED in DET

An Automated External Defibrillator (AED) is used in the event of a cardiac arrest where the heart has a disorganised, or fibrillating, cardiac rhythm. Fibrillating heart muscles twitch randomly, rather than contracting in unison which results in ineffective pumping of blood to the body and brain. The AED provides a 'shock' known as defibrillation to a heart in cardiac arrest to help the heart muscles regain a normal rhythm.

There is no legislation or regulation in Victoria requiring that an AED be available in workplaces. Consequently, an AED is not normally required in first aid kits or first aid room supplies in DET workplaces. Schools and other DET workplaces may determine that an AED be included as part of the first aid provision, particularly where the First Aid Risk Assessment indicates circumstances where life-threatening injuries could result and timely access to emergency services cannot be assured.

Please note that the initial purchase cost for a single AED unit is approximately \$2900.00. A wall mounted bracket and hard case is also recommended for safe storage of the AED (approximate cost of \$300.00). Schools may purchase an AED and accessories through an accredited supplier who can also provide detailed advice, training and support.

Recent advancements in defibrillation technology have enable AEDs to be operated with relatively minimal or no-prior instruction. It is important, however, that training is provided to ensure that staff are aware of the proper application of the AED and how this is incorporated into other workplace emergency planning.

First Aid Training such as HLTAID003 includes Cardiopulmonary Resuscitation (CPR) and Defibrillation. It is recommended that an annual CPR refresher including Defibrillation is provided to trained First Aiders.

In addition to training records, workplaces that have obtained and are using an AED would need to establish and maintain a reporting system to:

- document each incident requiring an AED deployment in eduSafe;
- ensure the incidents are investigated
- ensure implemented controls are reviewed & monitored
- review the use of the AED.

Like any other piece of equipment, an AED is to be maintained in accordance with the manufacturer’s specifications. Ensure the AED is included in the Workplace Inspection Checklist in order to:

- check the use-by-date of the AED pads
- check that the battery pack is working
- check if the Child Key is working (if provided).

Consideration is to be given to securing the AED in such a way as to minimise the risk of machine theft whilst also allowing immediate access to the machine when required.

**Evaluation**

- This policy will be reviewed as part of the school’s review cycle or if guidelines change (latest DET update late early November 2017).

<u>Ratification Date</u>	<u>Review Date</u>	<u>Policy Number</u>	<u>Version Number</u>	<u>Date Produced</u>
October 2017	2020	56	1	September 2017

Reference:  
[www.education.vic.gov.au/school/principals/management/Pages/ohsmgtsystem.aspx](http://www.education.vic.gov.au/school/principals/management/Pages/ohsmgtsystem.aspx)

## **Injuries to Staff**

### **Rationale**

- Staff members are a school's greatest resources. Staff injured at work deserve quick and effective treatment, efficiently managed rehabilitation, and compassionate management of their return to work.
- There are legal implications and responsibilities for the school when a staff member is injured in the course of their employment.

### **Purpose**

- To minimise injuries to staff, and effectively and compassionately manage staff injuries should they occur.
- To ensure the school complies with the provisions of the Occupational Health and Safety Act 2004.

### **Implementation**

- The appointment of a trained Occupational Health & Safety (OHS) representative, regular OHS safety checks, appropriate follow-up, clear communication of potential hazards and staff professional development regarding health and safety will minimise or eliminate staff injuries.
- Any injuries to staff must result in immediate first-aid and assistance including medical support, reassurance, and assistance with personal comfort and counselling for the injured staff member and/or colleagues where necessary.
- The principal must be notified immediately. The OHS representative also is to be notified of the incident, as well as the Return to Work Coordinator.
- The next-of-kin will be contacted by the principal if necessary.
- The accident needs to be investigated and documented by the Principal, OHS representative and Return to Work Coordinator to determine the cause and whether or not the circumstances of the incident amount to a WorkCover claim for which liability should be accepted.
- It is important that the circumstances of the accident are fully understood and documented so those appropriate steps can be taken to avoid accidents of that nature in the future.
- Action arising from the accident investigation could include modifications to a work area, or appropriate modifications to organisational arrangements, or specific action to be taken once the injured employee has returned to work to prevent a recurrence of the injury.
- The principal and Return to Work Coordinator will keep in contact with the employee during their rehabilitation to offer reassurance and to assist where appropriate.
- Any specific measures relating to the employee's return to work should be included in the employee's Return to Work Plan when it is prepared (see Return to Work policy).
- EduSafe is the Department of Education and Early Childhood Development's Incident and Hazard Management System. All Departmental employees have access to eduSafe to report incidents, injuries and hazards at [www.eduweb.vic.gov.au/eduSafe](http://www.eduweb.vic.gov.au/eduSafe) .
- The school will log the incident on eduSafe, DET's reporting system for non-student incidents.
- Serious injuries (death, amputation or loss of any body part or bodily function, hospitalisation, acute symptoms due to substance exposure, or any serious bodily injury), or any incident that exposed a person to immediate risk to their health or safety must be reported to WorkSafe and DET's Emergency and Security Management Branch immediately on (03) 9589-6266.
- Please refer also to the school's Accident Recording & Reporting Policy, the Emergency & Critical Incidents Policy and the Emergency & Incident Reporting Policies.



### **Evaluation**

- This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in 201. Next Review 201

## **Return to Work**

### **Rationale**

- Tarneit West Primary School (Interim Name) recognises and accepts its obligation to assist staff to return to work if injured or ill because of their work.

### **Purpose**

- To ensure that staff members made ill or injured because of their work are returned to work in the shortest possible time provided it is safe and practicable to do so  
or
- To enable the staff member to return to suitable alternative work that does not jeopardise their wellbeing.
- To ensure the school complies with the provisions of the Occupational Health and Safety Act 2004.

### **Implementation**

- The workplace must have a nominated Return to Work Coordinator and each staff member must be made aware of the name of that person.
- There must be early reporting and early attention to any injury at the workplace.
- Injuries to workers must be reported immediately to the principal and the Accident Register must be completed.
- Return to work will commence as soon as possible after illness or injury and a Return to Work Plan will be established using WorkCover criteria for any worker who is unable to work for 20 or more calendar days.
- This plan will be established as soon as it is indicated that an absence of 20 or more days is likely.
- Remaining at or returning to work as soon as is safely possible after injury is a normal workplace practice and expectation.
- Suitable duties, which do not jeopardise the wellbeing of the worker, will be provided, where possible, as part of the return to work program.
- There will be full involvement of workers in their own return to work.
- Participation in a Return to Work Program will not, of itself, prejudice any worker.
- Return to work activities will be reviewed weekly in consultation with the worker to ensure that progress is continuing.
- The confidentiality of workers' information during return to work and any occupational rehabilitation will be maintained.
- All staff are expected to assist and co-operate in ensuring that this policy is followed, and that their responsibilities in relation to worker rehabilitation are followed.

### **Evaluation**

- This policy will be reviewed as part of the school's three year review cycle or when appropriate due to alterations to WorkCover legislation.

This policy was last ratified by School Council in 201. Next Review 201.

## OH&S Issue Resolution Flow Chart

The management representative for resolving health and safety issues at this school is: Nadia Bettio

The OH&S representatives for resolving health and safety issues at the school are: Nadia Bettio

