



## Occupational Health and Safety Policy

*(Ratified by School Council: November 2016)*

### **PURPOSE:**

Glen Waverley Primary School is committed to ensuring the safety, health and wellbeing of its employees, students and visitors through the provision of a safe workplace.

This policy applies to all employees, students, visitors, volunteers and contractors.

### **GUIDELINES:**

As a Department of Education and Training (DET) government school, Glen Waverley Primary School (the School):

- values its people and recognises that health and safety is integral to achieving a high level of educational and work performance outcomes
- is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment
- will so far as is reasonably practicable, take action to improve and promote Occupational Health and Safety (OHS) to prevent workplace injuries and illnesses within the School's environment.

In the promotion of a safe workplace, the School will:

- consult with staff, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- identify and 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 and detail these responsibilities within the School's 'OHS Activities Calendar'
- strengthen leadership capability and accountability for OHS through attending and staying aware of DET professional learning in reference to OHS
- maintain, monitor and review the School's 'OHS Management System (OHSMS)' through the DET online portal, to ensure it is consistent with the nature and risk profile of DET operations

- actively support the physical and psychological wellbeing of staff by providing access to specialist OHS advice and services which are provided through DET
- monitor, report and respond to OHS performance outcomes to drive continuous improvement
- allocate adequate resources to maintain a healthy, safe and supportive workplace environment
- provide appropriate OHS information and training for all staff in order to provide a safe and supportive workplace and to meet the School's legislative obligations
- report and investigate incidents where appropriate, and act to prevent re-occurrence.

In the promotion of a safe workplace, 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
- cooperate with the School on OHS matters including following DET procedures and actively participating in consultation and training as deemed appropriate by the School.

### **IMPLEMENTATION:**

DET's OHS Management System (OHSMS) was developed to clarify management of OHS and improve workplace safety for schools and workplaces. An OHSMS is a set of plans, actions and procedures to systematically manage health and safety in the workplace.

For detailed information and forms related to the OHSMS refer to:

<http://www.education.vic.gov.au/school/principals/management/Pages/ohsmgtssystem.aspx>

For the purposes of a clear and concise policy document which is to be made available to the community, a summary of the major sections is referenced below:

#### **Contractors Working On-Site**

Contractors must comply with the School's OHS policies and procedures as a part of their contract and complete the required Risk Management documentation (referred to as 'Permits to Work') prior to beginning works. They must report any hazards or accidents. Failure to comply or observe a direction of the School, will be considered a breach of the contract and sufficient grounds for termination of the contract.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/contractormgttohsms.aspx>

#### **Visitors and Volunteers On-Site**

Visitors and volunteers must comply with the School's OHS policies and procedures, taking reasonable steps to keep themselves and others safe. Upon signing-in to the "Visitor's Register" all visitors and volunteers to the school are made aware of emergency and first-aid procedures in place. They must report any hazards or accidents. Failure to comply or observe a direction of the School, will result in the visitor or volunteer being asked to leave the School grounds.

### **First Aid and Infection Control**

It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured people get immediate and adequate treatment for injuries and illness. All incidents are recorded by the School and families are notified according to DET guidelines.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/firstaidohsms.aspx>

### **OHS Consultation and Communication**

Occupational Health and Safety information is regularly communicated and employees are consulted on issues and allowed to contribute to decisions that may impact on their health and safety.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/ohscomms.aspx>

### **OHS Hazard Management**

In order to successfully manage OHS hazards the School will: identify health and safety hazards; assess any risks associated with them; control the hazard; regularly review controls to ensure they remain effective. OHS hazard management requires the School to take suitable action in all situations in which a reasonable person could foresee a risk that may cause a hazard in the workplace.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/hazardmgt.aspx>

### **OHS Induction and Training**

Training starts at induction when an employee or contractor commences work. Every role within the School has specific OHS responsibilities, each requiring particular levels of competency. 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.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/ohsinduction.aspx>

### **OHS Policy, Procedures and Planning**

As part of the ongoing approach to the management of OHS risk, the School has established documented procedures to assist with the planning of OHS activities in the workplace. The OHS Activities Calendar provides the School with a guide to OHS activities that must be undertaken over a 12-month period. This calendar is communicated to staff through the 'OHS Staff Communication Board'. The calendar also provides details of responsible parties for the implementation and sign-off of these OHS activities.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/ohspolicyplan.aspx>

### **OHS Purchasing Controls**

To ensure that "new" risks are not brought into the workplace, the School 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. This responsibility is shared in conjunction with the Principal Class members and the Business Manager.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/ohspurchasing.aspx>

### **OHS Risk Management**

The School must ensure OHS hazards in the workplace are routinely identified, in consultation with relevant persons, including reviewing existing OHS hazards and new hazards that may be introduced when work practices, substances or premises change. These must be recorded on the School's 'OHS Risk Management Register'.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/ohsriskmgt.aspx>

### **Reporting an Injury, Incident or Hazard**

All incidents, injuries or hazards which occur whilst a person is engaged in an activity approved by the School must be entered onto the DET online database, referred to as 'edusafe'.

EduSafe is the Department's Incident Reporting & Hazard Management System. It allows all Departmental employees to report incidents, injuries and hazards themselves or on behalf of other employees if they are not able to. When lodged, the reports go to the Principal for appropriate action. Visitors and contractors who are unable to access eduSafe should fill out the 'Incident and Hazard Report Proforma' ([click here](#)) and give it to the Business Manager to enter into eduSafe on their behalf.

An eduSafe poster is to be displayed on the School's OHS Bulletin Board in the staffroom and is to be reviewed by staff on a cyclical basis or as part of the School's induction program.

Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/reportinjuryhazard.aspx>

### **Workers' Compensation and Return to Work**

The Victorian WorkCover Authority (VWA) is responsible for administering the Victorian Workers' Compensation Scheme. The legislative basis for the Workers' Compensation Scheme is the Workplace Injury Rehabilitation and Compensation Act (WIRCA) 2013.

The Workers' Compensation scheme is a 'no fault' work related injury compensation scheme. This means that a worker's entitlement to compensation is not a question of who was responsible for the injury, but is determined by whether the injury was employment related, according to the provisions of the WIRCA (2013).

The key objective of the scheme is to ensure that the social and economic costs of workplace injuries and illnesses are minimised by:

- improving the health and safety of people at work and the rehabilitation of injured employees
- ensuring that injured employees receive appropriate entitlements as compensation for workplace injuries
- ensuring that employers provide suitable employment for employees who have been injured at work
- ensuring employers contribute equitably to the costs of the scheme through the payment of Workers' Compensation premiums
- DET employees are entitled to make a workers' compensation claim in the event of an injury being sustained in the course of their employment.

In the case of an employee seeking compensation, the following agencies may be contacted by either the School or the employee:

#### ***Employee Safety and Wellbeing Branch***

Ground Floor, 2 Treasury Place  
East Melbourne, VIC, 3002  
E-mail: [employeehealth@edumail.vic.gov.au](mailto:employeehealth@edumail.vic.gov.au)

#### ***The OHS Advisory Service (Marsh P/L)***

Telephone: 1300 074 715  
E-mail: [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au)

**Workers' Compensation Advisory Service**

Telephone: (03) 9637 2441

E-mail: [worksafe.claims.advisory@edumail.vic.gov.au](mailto:worksafe.claims.advisory@edumail.vic.gov.au)

**CGU Insurance - Workers' Compensation Agent**

Toll Free Number: 1800 066 204

Fax: (03) 9941 6604

**Victorian WorkCover Authority**

Level 24, 222 Exhibition Street

Melbourne 3000

Telephone: (03) 9641 1555

Toll Free: 1800 136 089

Fax: (03) 9641 1222

Website: <http://www.vwa.vic.gov.au/>

**Employee Safety and Support Services**

The School is committed to maintaining a safe working environment. As a DET government school, employees have access to a range of DET employee safety and support services including:

***The OHS Advisory Service***

A dedicated Occupational Health and Safety (OHS) Advisory Service is available to all employees. This service is focused on providing effective and timely advice to Principals, Managers and employees on any aspect of workplace health, safety and wellbeing.

Contact: 1300 074 715 or e-mail [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au)

***Employee Assistance Program, including Manager Assist***

The Employee Assistance Program (EAP) is a short term, solution focused and strictly confidential counselling service. The EAP is available 24/7 for up to four sessions for DET's employees to discuss any personal or work related issues.

The service is provided by OPTUM (formerly known as PPC Worldwide) who are an independent organisation experienced in delivering similar services in other workplaces. DET funds this service as part of its commitment to health, safety and wellbeing.

Contact: OPTUM directly on 1300 361 008 or

Employee Safety and Wellbeing Branch on (03) 9637 2414.

***Conflict Resolution Support Service***

The Conflict Resolution Support Service is available to assist all DET employees to address workplace conflict. This includes disputes and miscommunications that impact on wellbeing and work performance.

Contact: Converge International incorporating resolutionsRTK, on 1300 687 633 or

e-mail: [mediation@resolutionsrtk.com.au](mailto:mediation@resolutionsrtk.com.au)

### ***Medical Advisory Service***

The Medical Advisory Service is a free of charge telephone and email advisory service for Business Managers and Principals provided by a team of occupational health professionals who are familiar with DET's human resource management policies, employee health obligations and the operational requirements of schools.

The service provides advice to Principals and Managers on the management of employees experiencing (psychological and physical) health related difficulties that impact on their ability to perform the duties associated with their employment.

The service can also assist in the arrangement of independent medical examinations by appropriate medical practitioners on behalf of the Department, at a cost to the workplace.

Contact: injuryNET, 1300 031 057 or email [DET@injury.net.au](mailto:DET@injury.net.au)

### ***Workers' Compensation Advisory Service***

DET provides a dedicated Workers' Compensation Advisory Service to assist Principals and Business Managers with the management of complex workers' compensation claims. This service is designed to improve return to work outcomes for employees by ensuring that Principals and Business Managers can access timely injury management and return to work advice at the time of the work related illness or injury. It also provides Principals and Business Managers with 'just in time training' and support for the management of the more complex 'time lost' worker's compensation claims.

Contact: Worker's Compensation Advisory Service (03) 9637 2441 or 0439 751 132 or e-mail: [workers.compensation.advisory@edumail.vic.gov.au](mailto:workers.compensation.advisory@edumail.vic.gov.au)

### **RELATED LEGISLATION:**

*Occupational Health and Safety Act 2004*

*Occupational Health and Safety Regulations 2007*

*Australian and Standard Risk Management Principles and Guidelines AS/NZS ISO 31000:2009*

*Victorian Government Risk Management Framework 2011*

*Victorian Government Schools Reference Guide, Sect 6.9.1.3 Legal responsibilities of schools with regard to contractors*

*Working with Children Act 2005*

*Working with Children Regulations 2006*

*Victorian Workcover Authority (VWA), Duties of Contractors, May 2005*

*VWA, New Safety Rules for Construction Work, May 2005*

*AS 4031: Non-reusable containers for the collection of sharp medical items used in health care areas*

*Victorian WorkCover Authority Compliance Code – First Aid in the Workplace*

*The Blue Book- Guidelines for the Control of Infectious Diseases, Department of Health Victoria*

*Dangerous Goods Act 1985*

*Dangerous Goods (Storage and Handling) Regulations 2012*

*Workplace Injury Rehabilitation and Compensation Act (WIRCA) 2013*

*The Blue Book- Guidelines for Control of Infectious Diseases, Department of Health Victoria*

<http://ideas.health.vic.gov.au/bluebook.asp>

*DET - School Policy and Advisory Guide:*

<http://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>

**RELATED POLICIES:**

- Administration of Medication Policy
- Anaphylaxis Policy
- First Aid Policy
- ICT Usage and Cyber Bullying Policy
- Medication Authority Form
- Sunsmart Policy
- Program for Students with Disabilities Policy
- Student Engagement and Wellbeing Policy
- Swimming and Water Safety Policy
- Traffic Management Policy
- Traffic Management Plan
- Volunteers and Visitors Policy

**POLICY EVALUATION:**

Evaluation will be conducted annually by the Assistant Principals and Principal, in conjunction with the members of the Policy Review (Education) Subcommittee

**DUE DATE FOR REVIEW:**

This policy is due for review in November 2017.