



Yarraville Special Developmental School

No. 9278

OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY

Yarraville SDS Principal:

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Certification

School Council President

Signed

Date 27/2/2018

Principal

Signed

Date 28/2/18

This policy ratified at School Council meeting

27/2/18



Yarraville Special Developmental School
Excellence In Learning

OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY

RATIONALE:

Yarraville Special Developmental School (YSDS) recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare.

This responsibility extends to all employees, students, parents, contractors and other visitors to the school site.

AIMS:

- To comply with OHS related legislation and Department of Education and Training (DET) directives or guidelines relating to health and safety.
- To minimise the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing recurrence.
- To maintain written records on all OHS activities undertaken.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

GUIDELINES:

As a Department of Education and Training (DET) government school, Yarraville Special Developmental School (YSDS):

- values its people and recognises that health and safety is integral to achieving a high level of educational and work performance outcomes
- is 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, YSDS 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 school and detail these responsibilities within the School's 'OHS Activities Calendar'
- 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 and information 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/ohsmgtsystem.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 prior to beginning works. They must report any hazards or accidents.

Refer to:

<http://www.education.vic.gov.au/school/principals/management/Pages/contractormgtohsms.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" (First time on-site volunteers and casual staff read and sign "Induction Proforma" and "Code of Conduct") 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 YSDS, 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. OHS issues and concerns are discussed during our staff meetings where they are minuted.

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 Leadership team 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. These must be recorded on the School's 'OHS Risk Management Register'. Any OHS hazards that could be repaired or removed are written in the 'Maintenance Book' and highlighted for appropriate action as a priority.

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' (you can find a copy on staff room OHS Bulletin Board or [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.

ROLES AND RESPONSIBILITIES:

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.

The school management team which meets fortnightly will implement and monitor the actions that result from the risk management strategy plan which is developed in consultation with the OHS representative, HSR and the Principal.

As employers, the Principal and School Council have the direct responsibility for ensuring the policy objectives are achieved and that the necessary resources are provided to ensure effective implementation.

Workplace OHS Manager - Principal:

Establishing the following OHSMS requirements in a DET school or workplace for which they have control or responsibility:

- providing information, instruction and training to employees in order to perform their work safely and without risks to their health
- assigning people and resources to complete OHSMS activities (including time and materials)
- establishing specific processes for OHS consultation and communication including issue resolution with Health and Safety Representatives (HSR) and employees.
 - supervising employees to enable them to perform their work safely and without risks to their health
 - consulting with HSR, employees and their representative organisations regarding health, safety and wellbeing issues
 - complying with the requirements of OHS legal notices (e.g. Provisional Improvement Notices (PIN), Improvement Notices and Prohibition Notices) and reporting notifiable incidents to WorkSafe Victoria
 - monitoring and reviewing local health, safety and wellbeing performance
 - reporting health, safety and wellbeing performance and improvement initiatives to regional directors, senior managers and employees
 - providing and maintaining plant and systems of work that are safe and do not pose risks to health
 - providing a workplace which has adequate facilities and is in a condition that is safe and without risks to health
 - promoting positive work relationships and acting early to address interpersonal issues such as stress, bullying, morale and workplace conflict issues
 - promoting health, safety and wellbeing
 - The Principal will act as the Return to Work Co-ordinator (RTW) and be given appropriate training. RTW policy and procedures will be developed, documented and publicised.

Management OHS Nominee - person nominated by Principal:

Workplace Managers have been delegated by DET as the employees responsible for managing health, safety and wellbeing in their schools and workplaces. Workplace Managers may nevertheless delegate to the Management OHS Nominee, the operational aspects of implementing health and safety initiatives.

Managing and maintaining the DET OHSMS including:

- identifying hazards

- developing risk control action plans
- ensuring employee OHS training needs are met
- consulting and communicating with the HSR and employees on OHS hazards, and controls
- monitoring OHS procedures, actions and systems in the school/workplace.
- preparing incident investigation and inspection reports for the Workplace Manager.

Health and Safety Representative (HSR):

- participating in health and safety training relevant to their role and as per their entitlements under OHS legislation (DET Health and Safety Representative Guide)
- using the OHS issue resolution process to resolve local health, safety and wellbeing issues
- report local health, safety and wellbeing issues to the OHS Manager and Management OHS Nominee
- participating in workplace inspections, including visits by WorkSafe Victoria inspectors and Inspections following an accident, near miss or identification of an immediate risk

All staff have a responsibility to:

- take reasonable care of their own health and safety of others affected by their acts or omissions;
- report hazards, accidents or incidents (near misses) in accordance with agreed school procedures;
- follow established safe working procedures.

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

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>

RELATED POLICIES:

- UV Protection Policy
- Anaphylaxis Management Policy
- First Aid Policy
- Asthma Policy
- Blood Spill Policy
- Manual Handling
- Accepting Fill (Soil) onto School Sites Policy
- School Site Policy
- Yard Duty Policy
- Volunteers Policy
- Staff Induction Policy
- External Providers Policy
- Child Safety Policy & Code of Conduct