

TERANG COLLEGE

OCCUPATIONAL HEALTH & SAFETY

POLICY (Operations)

1. RATIONALE

- 1.1 Terang College recognises it has a responsibility to provide and maintain a working environment safe and without risks to individual health and welfare. This responsibility extends to all employees, contractors and visitors to the College site including students, parents and volunteers.
- 1.2 Management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all College activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged.
- 1.3 This policy is to be consistent with the DET Mission Statement and implement the College's legal obligations under the current Victorian OHS Act and Common Law.

2. AIMS

- 2.1 To comply with OHS related legislation and DET directives or guidelines relating to health and safety.
- 2.2 To minimise the occurrence of injury and illness in the College through systematic risk identification, assessment and control.
- 2.3 To investigate incidents (including serious near misses) with a view to preventing recurrence.
- 2.4 To maintain appropriate documentation on all OHS activities undertaken.
- 2.5 To implement staff health and wellbeing strategies.
- 2.6 To provide a Return to Work (RTW) program for employees in the event of injury or illness.
- 2.7 Adequate resources will be provided to support this policy.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Government Ministerial Orders and Acts.
- 3.2. Responsibilities:
 - 3.2.1. As employers, the Principal and College Council have the direct responsibility for ensuring the policy objectives are fulfilled and the necessary resources are provided to achieve effective implementation.
 - 3.2.2. Employers' direct duties under the OHS Act also include:
 - 3.2.2.1. providing and maintaining safe plant and systems of work.
 - 3.2.2.2. making arrangements for the safe use, handling, storage and transport of plant and substances.
 - 3.2.2.3. maintaining the workplace in a safe and healthy condition.
 - 3.2.2.4. providing adequate facilities for staff welfare.
 - 3.2.2.5. providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.
 - 3.2.3. The Principal may nominate a staff member with appropriate seniority to act as the employer's OHS representative in an operational capacity (ie. OHS Co-ordinator) but the overall responsibility cannot be delegated. The nominated OHS management representative may not also act in the role of elected staff Health and Safety Representative (HSR) as per the OHS.
 - 3.2.4. The College OHS Co-ordinator will be the Assistant Principal or if unavailable a member of the College Leadership team. The Co-ordinator's duties will include:

- 3.2.4.1. once a term, arrange a meeting where:
 - 3.2.4.1.1. attendees will be at least the Principal, OHS Co-ordinator and the College Staff Health & Safety Officer.
 - 3.2.4.1.2. meeting minutes will be made available at the next scheduled College Council meeting.
 - 3.2.4.1.3. those present will develop, review and update OHS issue resolution procedures which follow and be documented and publicised in accordance with the OHS Regulations and Department of Education & Training OHS Management System.
- 3.2.5. Subschool managers and/or key learning area co-ordinators are responsible for the health and safety performance of their team. This responsibility extends to:
 - 3.2.5.1. maintaining the workplace in a safe condition and reporting any hazards identified.
 - 3.2.5.2. actively promoting and implementing agreed OHS procedures.
 - 3.2.5.3. identifying OHS training needs of both individual staff and the team as a whole.
- 3.2.6. All staff have a responsibility to:
 - 3.2.6.1. take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions.
 - 3.2.6.2. report hazards, accident or incidents (near misses) in accordance with agreed College procedures.
 - 3.2.6.3. follow established safe working procedures.
- 3.3. Relevant OHS responsibilities will be included in all job descriptions and responsibilities will be publicised at least annually.
- 3.4. Staff Health and Safety Representative (HSR)
 - 3.4.1. Staff will elect a staff Health and Safety Representative (HSR).
 - 3.4.2. The elected HSR will be provided with training and practical support to fulfil his/her role effectively as stipulated in the OHS Act and will be consulted on changes in the College which may affect staff health, safety or wellbeing.
- 3.5. Either themselves, on behalf of other employees, all incidents, injuries and hazards are to be recorded on eduSafe, the Department of Education and Training's Incident Reporting & Hazard Management System. When lodged, the reports go to the employee's line manager for appropriate action. Visitors, volunteers and contractors who are unable to access eduSafe should fill out the College Injury Report which will then be entered on Edusafe by the College Business Manager or delegate.
- 3.6. OHS considerations will be integrated into the general management practices of the College as per the following examples:
 - 3.6.1. purchasing guidelines
 - 3.6.2. facilities design, upgrades and maintenance
 - 3.6.3. contractor management
 - 3.6.4. staff welfare (Section 6 and Appendix 4 OHS Guidelines and Health and Wellbeing Kit)
 - 3.6.5. professional development and induction procedures
 - 3.6.6. staff allotment and timetabling
 - 3.6.7. curriculum design
 - 3.6.8. program budgeting.
- 3.7. Risk reduction will be a central goal of the College and the Risk Management program will aim to reduce both the frequency and severity of injury and illness arising from College activities through the implementation of:
 - 3.7.1. regular evaluation of compliance with relevant OHS Regulations and DET directives.
 - 3.7.2. formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.
 - 3.7.3. reporting and documenting of all injuries and incidents, including near misses.
 - 3.7.4. investigation of accidents and recording of outcomes.
 - 3.7.5. periodic analysis of records to identify incident patterns.
 - 3.7.6. scheduled and documented preventative maintenance programs for plant and equipment.
 - 3.7.7. provision of appropriate first aid facilities and trained personnel.
 - 3.7.8. emergency management procedures which are documented, publicised and practised.
 - 3.7.9. staff support programs.
 - 3.7.10. bush fire management plan is incorporated in the College Emergency Management Plan.
- 3.8. Return to Work:
 - 3.8.1. A Return to Work Co-ordinator (RTW) will be nominated and given appropriate training.
 - 3.8.2. Procedures will be developed, documented and publicised.

3.9. Further Information and Resources:

3.9.1. Department of Education & Training OHS Management System link:

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsmgtsystem.aspx>

3.9.2. Department of Education & Training Reporting and Management of Incidents and Hazards link:

<https://www.education.vic.gov.au/hrweb/safetyhw/Pages/reportinjuryhazard.aspx>

4. EVALUATION

- 4.1 Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year.
- 4.2 This policy will be reviewed as part of the College's three year cycle.

Approved by College Council on 17/06/19