



## MELBA COLLEGE OCCUPATIONAL HEALTH AND SAFETY POLICY

### RATIONALE:

Melba College 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, contractors and visitors to the school sites.

The College Council 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.

This policy is consistent with the DET policy that schools provide a safe and appropriate teaching and learning environment for both staff and students as described and updated at the following website: <http://www.education.vic.gov.au/hrweb/safetyhw/Pages/default.aspx>

### GUIDELINES:

Melba College is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the college
- strengthening leadership capability and accountability for OHS
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.
- to provide a Return to Work (RTW) program for employees in the event of injury or illness.

### RESPONSIBILITIES:

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

Employers' direct duties under the OHS Act also include:

- providing and maintaining safe plant and systems of work
- making arrangements for the safe use, handling, storage and transport of plant and substances

- maintaining the workplace in a safe and healthy condition
- providing adequate facilities for staff welfare
- providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.

The Principal is the OHS management representative by default. However, a management team member with appropriate seniority may be nominated by the Principal 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.

**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
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training.

**IMPLEMENTATION:**

- Relevant OHS responsibilities will be included in all job descriptions and responsibilities will be publicised at least annually.
- Staff will elect a staff Health and Safety Representative for each college campus.
- The OHS Officers 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 school which may affect staff health, safety or wellbeing. Accordingly, the staff Health and Safety Representatives will be members of the Consultative Committee.
- OHS Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised in accordance with the OHS (Issue Resolution) Regulations 2004. Specifically, if an issue concerning health or safety arises at a school or other workplace
  - the principal/manager or management nominee; and the employees affected by the issue or the health and safety representative for that group must attempt to resolve the issue in accordance with the relevant agreed procedure. Refer to: <http://www.education.vic.gov.au/school/principals/management/Pages/ohscomms.aspx>
  - Note: If the issue is not resolved within a reasonable time, any of the parties attempting to resolve it may ask WorkSafe to arrange for an inspector to attend at the workplace to enquire into the issue.
- OHS considerations will be integrated into the general management practices of the school for example:
  - purchasing guidelines
  - facilities design, upgrades and maintenance
  - contractor management
  - staff welfare
  - professional development and induction procedures
  - staff allotment and timetabling
  - curriculum design
  - program budgeting.
- Risk reduction will be a central goal of the school that will aim to reduce both the frequency and severity of injury and illness arising from school activities through the implementation of:

- regular evaluation of compliance with relevant OHS Regulations and DEECT directives
- formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices
- reporting and documenting of all injuries and incidents, including near misses
- investigation of accidents and recording of outcomes
- periodic analysis of records to identify incident patterns
- scheduled and documented preventative maintenance programs for plant and equipment
- provision of appropriate first aid facilities and trained personnel
- emergency management procedures which are documented, publicised and practised
- staff support programs
- A Return to Work Coordinator (RTW) will be nominated and given appropriate training. RTW procedures in accordance with DET policy will be implemented.
- Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year.

**RELATED POLICIES AND LINKS:**

All other policies

<b>Prepared By:</b>	<b>Submission to Council</b>	<b>Review Date:</b>
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