



OCCUPATIONAL HEALTH & SAFETY POLICY

Rationale:

- A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all. This safe environment extends to all employees, students, parents, contractors and other visitors to the school site.

Aims:

- 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 team approach to health and safety issues.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- Occupational Health and Safety is a shared responsibility of the School Council and all staff.
- School Council will provide funds to ensure that the appointed workplace Occupational Health and Safety representative receives the appropriate training and accreditation.
- The Occupational Health and Safety representative and principal will conduct regular 'walk through' safety audits and inspections using appropriate checklists and draft reports to consider and act upon. E.g. Asbestos checks every three months.
- Adequate resourcing will be available to ensure that control plans and recommendations resulting from the OH&S safety audits can be fully investigated and implemented.
- Issues relating to OHS, for example building works being conducted at the school, will be communicated to all staff via briefing, public address announcements etc.
- 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 will be maintained at all times.
- All accidents and incidents and near misses will be investigated and reported to the School Council president and other appropriate authorities.
- A formal process of reporting, recording and investigating incidents, including Staff – 'Edusafe', Student – CASES21 'Injury & Accident' report, will be well known, adhered to and maintained. All employees may raise OH&S concerns directly with the OH&S representative or principal at any time.
- WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary.
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Department of Education Occupational Health & Safety Unit.

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....

June 2015

APPENDIX A

1. Consultation and Communication

Mortlake P12 College Management (MCM) values their employees and believes these employees must be able to contribute to decisions that affect their health & safety. They are often best placed to identify hazards and issues in the workplace.

MCM is committed to having processes whereby employee consultation will be done with positive, supportive working relationships. Immediate or serious health and safety risks will be addressed in a timely manner. Consultation and communication occurs at different levels and all staff have the opportunity to address OHS issues via the channels this document will outline

2. OHS Policy

The policy applies to any persons on the school premises.



Department of
Education & Training

Occupational Health and Safety Policy

Scope:

This policy applies to all employees, students, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces.

DET Occupational Health and Safety (OHS) Commitment and Principles:

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.

Policy Objectives:

DET 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 organisation
- strengthening leadership capability and accountability for OHS across DET
- 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.

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.



Gill Callister
Secretary

5/5/2015

3. Nominated Management Person

Principal Graeme Good currently holds this position

4. Staff Health & Safety Representative

Cherie Robertson currently holds this position

5. OHS Matters

There is an OHS section monthly within staff meetings. All staff are urged to be proactive with their input and be prepared to report on any physical or psychological aspects they regard as requiring attention for the betterment of staff and student wellbeing. Agenda items are to be forwarded to the principal one week prior to the scheduled meeting.

6. OHS Noticeboards

At the rear of the staffroom, the noticeboard has an OHS section where important information is located. This consists of:

- WorkCover 'If you are injured' poster
- OHS Policy

- Consultation & Communication Policy
- OHS Issue Resolution Flow Chart
- OHS Management nominee
- HSR Representative/s photo/s & contact details
- Current minutes of OHS meeting
- Risk Management & Occupational Rehabilitation Program Statement
- Current First Aid Summary Sheet
- Emergency Plan

7. OHSMS (Occupational Health & Safety Management System) and staff responsibilities

- Safety involves managing risk (likelihood and consequence of injury or harm to a person) and this in turn involves:
 - Identifying health & safety hazards in the workplace that persons may be exposed to
 - Assessing the hazards to determine the risk resulting from such hazards
 - Controlling the hazard by considering means by which the risk can be reduced and implementing mechanisms to eliminate or control that risk.
 - Regularly reviewing controls to make sure they remain effective.

ALL staff must take responsibility for risk management in their everyday teaching tasks. Hazards for teachers include bullying, dangerous goods, hazardous substances, electrical ergonomics, excursions and camps including outdoor activities, falls from heights, manual handling, plant and equipment, playground, slips, trips and falls, stress, student challenging behaviour, UV Radiation, Voice Care.

The school has a central risk register which is updated continuously via regular reviews, incidents, reported hazards, workplace inspections, audits, purchasing of new equipment, substances, HSR/employee consultation, incident investigation, EduSafe hazard and incident reporting, when existing controls become ineffective, observations and audits.

Every staff member is encouraged to report hazards to the HSR or report online to EduSafe.


Staff involved with plant and equipment and chemical use must be trained in the use of Safe Work Procedures.

All departments who use plant and equipment and chemicals must have a register for both their department and in a central location within the school – (General Office). Risk Assessments for both must be documented within each department.

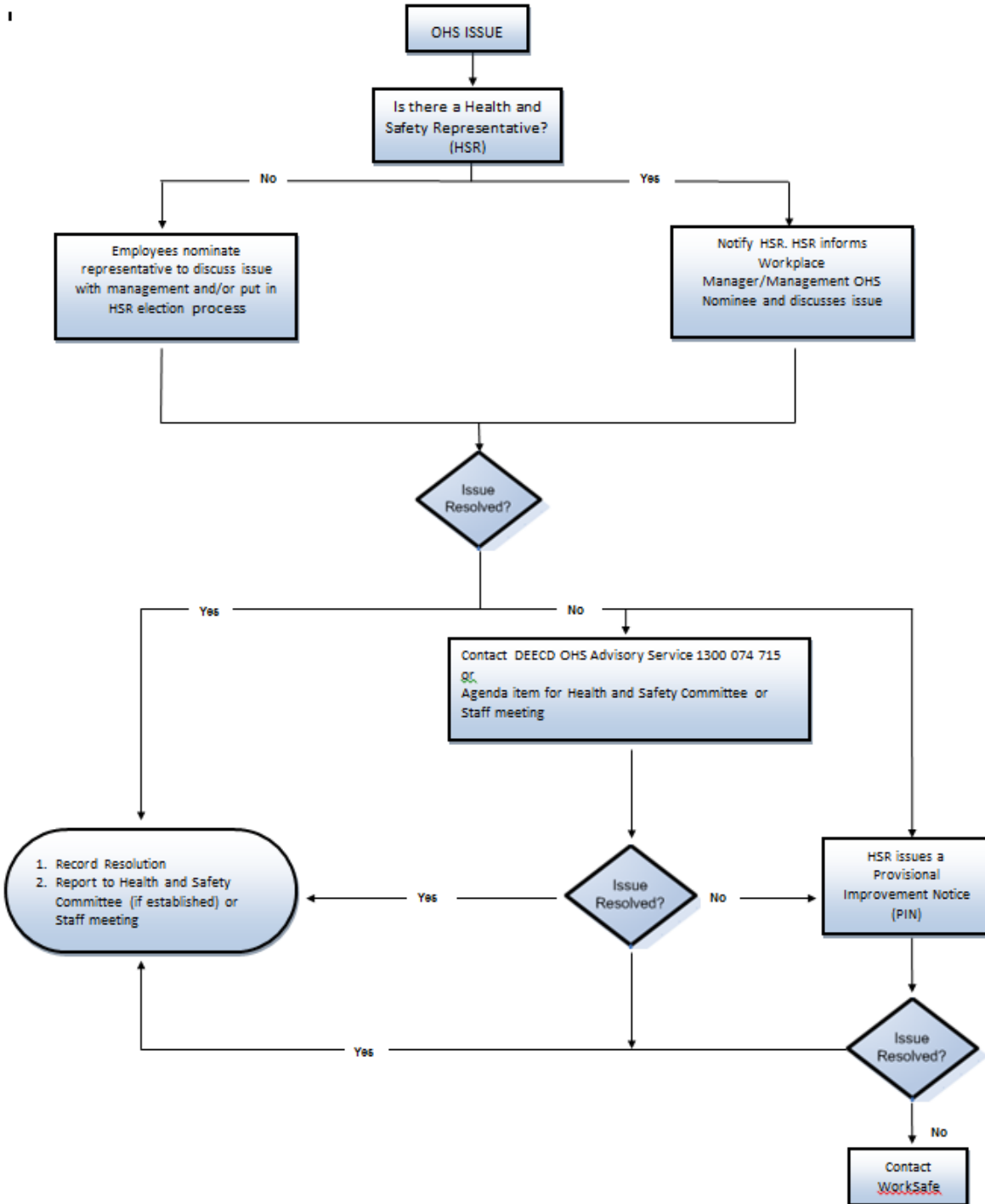
All departments who use chemicals must have current MSDS's within their department confines and in a central location within the school – (General Office)

Each department must have an electrical equipment register and all electrical equipment can only be used if it has a current tagged and tested tag.

8. OHS Issue Resolution Flow Chart

 Department of Education and Early Childhood Development Title: Issue Resolution Flowchart	No: DEE ESWB 03-3-3
	Authorised By: Manager ESWB
Issue Date: April 2011 Last Reviewed: April 2013	Page Number: 5 of 1
Next Review Date: April 2015	


The following flowchart must be utilised for the resolution of workplace occupational health and safety issues providing an agreed process does not already exist. If an agreed process exists locally, employees and Workplace Managers/Management OHS Nominees should follow the agreed process. This flowchart or the agreed process must be communicated to all employees and displayed in a prominent position in the school/workplace including on the OHS Notice Board. Any interested party may seek the assistance of any relevant employee or employer representative organisation at any stage of this process.

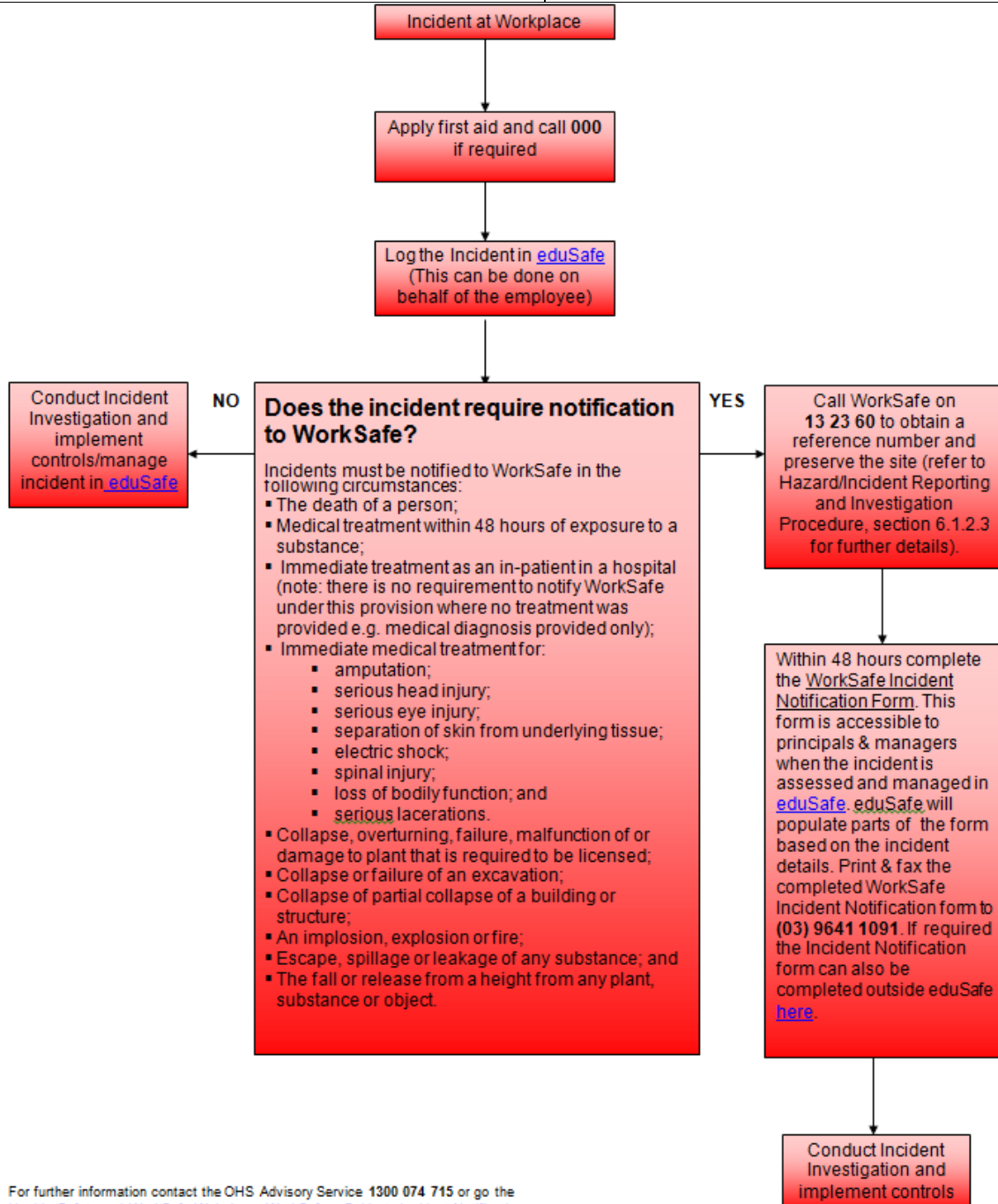


Mortlake College has a HSR representative, so he/she is always the first person to liaise with if there is an OHS issue. The HRS informs the Management OHS Nominee. If the issue is resolved, the resolution is recorded via the OHS section of the staff meeting and affected employees are

informed. If the issue is not resolved, contact the DET Advisory Service, or the Regional OHS Advisor and have it as an agenda item at the staff meeting. If the issue still is not resolved, the HSR can issue a PIN – Provisional Improvement notice. If the issue continues to be unresolved, contact Worksafe.

9. Incident Notification to Worksafe

 Department of Education and Early Childhood Development	No. DEE ESWB-06-2-3
	Authorised By: Manager ESWB
Title: Notifiable Incidents to WorkSafe Flowchart	
Issue Date: May 2012 Last Reviewed: May 2013	Page Number: 6 of 1
Next Review Date: May 2015	



10. Incident, Injury and Hazard reporting to EduSafe

www.eduweb.vic.gov.au/EduSafe

If you have experienced an injury, accident, had a near miss or identified a hazard then report it. This is best done by logging onto EduSafe



eduSafe Incident Notification Proforma

SCHOOL DETAILS?

School Name:	School Number:
Campus/Location:	

WHO EXPERIENCED THE INCIDENT/INJURY?

First Name:	Gender:	1. Male	2. Female
Last Name:	DOB:		
Address (if applicable):	PIN/ID No (if applicable):		
Primary place of work:	Phone Number:		
	Type:	1. Employee	3. Member of the public
		2. Contractor	4. Parent

WHEN DID THE INCIDENT/INJURY OCCUR?

Time Category:	1. Authorised breaks	4. Office Hours - Before or after	6. School Day - Students not pres	8. School Hours - Non-Class time
	2. Evening	5. Office Hours - Usual span	7. School Hours - Class time	9. Weekend or Public Holiday
	3. Night			
Date:			Time:	

WHAT HAPPENED?

Details of Incident:			
Did an Injury Occur?	1. Yes	2. No	

WHERE DID THE INCIDENT/INJURY OCCUR?

Location Category:	1. Camp - Off premises	7. Non School - Corridor or internal walkway	14. School - Classroom General	20. School - Other indoor location
	2. Camp - Premises	8. Non School - Employer office	15. School - Classroom Technology	21. School - Other outdoor location
	3. Camp - Recreation Facility	9. Non School - Not Department premises	16. School - Classroom Workshops	22. School - Outdoor recreation space
	4. Camp - Transport	10. Non School - Other Indoor	17. School - Corridor	23. School - Paths, walkways and ramps
	5. Excursion - Destination	11. Non School - Outdoor within precinct	18. School - Gymnasium/Stadium	24. School - Stairs and steps
	6. Excursion - Transport	12. Non School - Room other than office	19. School - Offices or administration area	
		13. Non School - Transport		
Details:				

PROPORTION OF HOURS WORKED AT TIME OF INCIDENT/INJURY?				
	1. 25% or less	2. 26%-50%	3. 51%-75%	4. 76%-100%
	5. Overtime	6. Outside normal hours	7. Not Applicable	

TRAINING, CERTIFICATION & EXPERIENCE?			
Did the activity require training/certification?	1. Yes	2. No	
Were you sufficiently trained/qualified?	1. Yes	2. No	3. Not Applicable
Experience in the task being performed (if applicable):	1. (Years)	(Months)	2. Not Applicable

WHAT WORK/ACTIVITY WAS BEING PERFORMED?				
Work Category:	1. Administrative/managerial	6. Classroom assistance other than teaching	11. Parent/Teacher Interviews/meetings	16. Teaching
	2. Camp/Excursion Participating in Activity	7. Gardening/Maintenance/Cleaning	12. Personal activity	17. Training/PD off-site
	3. Camp/Excursion Personal	8. Movement within workplace	13. Personal care of students	18. Training/PD on-site
	4. Camp/Excursion Supervision	9. Off site duties	14. Preparations	19. Travel between locations
	5. Camp/Excursion Travel	10. Other supervisory	15. Sports or games	20. Yard duty
Details:				

WITNESSES? (If any)			
Is there a Witness?	1. Yes	2. No	
First Name:			Type: 1. Employee 3. External Person
Last Name:			Person ID (if applicable):
Address:			Phone Number:

INCIDENT/INJURY CLASSIFICATION?				
Mechanism of Injury:	1. Being hit by moving objects-ball, flying object, hit accidentally by person, assault	8. Falls from a height	15. Muscular stress, lifting, carrying or putting down objects/students	21. Single contact with chemical or substance (excl. insect, spider bites and
	2. Contact or Exposure to heat and cold	9. Falls on same level (including trips & slips)	16. Other and multiple mechanisms of injury	22. Student Challenging Behaviour (e.g. Striking, kicking, spitting, phys. threats)
	3. Contact with Electricity	10. Hitting objects with part of the body (e.g. struck leg on table while passing)	17. Other contact with chemicals or substance-incl. insect and spider bites,	23. Unspecified mechanism of injury
	4. Contact with, or exposure to, biological factors	11. Long term contact with chemical or substance	18. Other muscular stress (e.g. voice strain)	24. Use of hand-tools or machinery
	5. Exposure to mechanical vibration	12. Long term exposure to sound	19. Physical injury - Other specified activity	25. Vehicle Accident
	6. Exposure to mental stress (e.g. Traumatic event, conflict, bullying, work	13. Muscular stress handling object/student excl. lifting, carrying or	20. Repetitive movement with low muscle loading (e.g. Occupational Overuse	
	7. Exposure to sharp, sudden sound	14. Muscular stress with no objects being handled (e.g. sport)		
Agency of Injury:	1. Biological Agencies	6. Machinery and fixed plant	11. Non-physical agencies	16. Powered equipment, tools and appliances
	2. Chemicals	7. Mobile Plant	12. Other agencies	17. Road transport
	3. Human Agencies	8. Non living animals	13. Other materials, substances or objects	
	4. Indoor environment (incl. office)	9. Non powered equipment	14. Other transport	
	5. Live Animals	10. Non powered hand tools	15. Outdoor environment	
Nature of Injury: (only complete if an injury occurred)	1. Bruising (contusion with skin in tact)	8. Dislocations	15. Internal injury (body organs)	21. Other diseases of the skin and subcutaneous tissue
	2. Burns	9. Disorders of the muscle, tendons and other soft tissues	16. Intracranial injury, including concussion	22. Poisoning (and toxic effects of substances)
	3. Cancers and other neoplasms	10. Effects of weather, exposure, external effects, air pressure and other external	17. Mental Disorders	23. Sprains and Strains (of joints and/or adjacent muscles)
	4. Deafness	11. Eye disorders (non traumatic)	18. Multiple Injuries (only to be used where no principal injury can be identified)	24. Superficial injury (minor scratches and scrapes)
	5. Dermatitis and Other eczema	12. Foreign body in eye, nose, respiratory system, choking	19. Open wound not involving traumatic amputation	25. Traumatic amputation, including enucleation of eye (loss of eyeball)
	6. Disease of circulatory sys. (incl. heart, hypertension, hypotension, varicose	13. Fracture (incl. broken bones)	20. Other & Unspecified injuries	
	7. Disease of the respiratory sys. (incl. asthma, legionnaires, asbestosis, pneumoco	14. Hernia		
Bodily Location: (only complete if an injury occurred)	1. Back	5. Feet and toes	9. Hips and legs	13. Trunk (other than back and excluding internal organs)
	2. Ear	6. General and unspecified locations	10. Internal organs (located in the trunk)	
	3. Eye	7. Hands and fingers	11. Neck	
	4. Face	8. Head (other than eye, ear and face)	12. Shoulders and arms	

WHO WAS NOTIFIED OF THE INCIDENT/INJURY? (leave blank if no-one)			
FIRST PERSON:	Date notified:		Time notified:
	First Name:		Type: 1. Principal/Manager 3. External Person
	Last Name:		2. Other Employee
Address:			Person ID (if applicable):
			Phone Number:
SECOND PERSON:	Date notified:		Time notified:
	First Name:		Type: 1. Principal/Manager 3. External Person
	Last Name:		2. Other Employee
Address:			Person ID (if applicable):
			Phone Number:
TREATMENT FOR INJURY? (if applicable)			
Was medical treatment given?	1. Yes	2. No	
Type of treatment (if applicable)	1. Local First Aid	2. Hospital and/or GP/Dentist	
Details:			
CONSEQUENCE OF INJURY? (if applicable)			
Injury resulted in:	1. No lost time from work	2. Lost time from work	3. Fatality
FORM COMPLETION? (who filled in this form)			
First Name:			
Last Name:			
Date:		Signed:	

11. Employee Support Services

- WorkSafe – 132360
- Employee Health Unit – (03) 96373946 or employeehealth@edumail.vic.gov.au They provide general advisory support to schools and other workplaces in managing Health & Safety, WorkCover & Rehabilitation.
- EAP – 1800 337068
The 'Employee Assistance Program' is a short term, solution focused and strictly confidential counselling service of up to four sessions for any personal or work related issue an employee may have. Issues may include conflict resolution, depression, substance abuse, stress and anxiety, managing workloads, relationship breakdowns, grief and loss and work related concerns.
- DEECD OHS Advisory Service – March Pty Ltd – 1300 074715 or safety@edumail.vic.gov.au They provide advice to schools and other workplaces on Occupational Health and Safety risks.

12. First Aid Coordinator/Officer

- Dot Jenkins – Administration
- Carmel Bourke – Administration
- Val Riordon – Teacher
- The First Aid Room is located next to the Staff Room

Staff First Aid Register

Staff member Surname	Staff First name	Level of first aid	Expiry Month	Expiry - Year
BENNETT	Andrew	Level 2	August	2018
BOURKE	Carmel	Level 2	May	2019
DEMANSER	Geoff	Level 2	November	2017
JENKINS	Dot	Level 2	November	2017
JONES	Nathan	Level 2	November	2017
RIORDON	Val	Level 2	November	2017
ROBERTSON	Cherie	Level 2	November	2017
VANGENINDEN	Will	Level 2	November	2017

Staff member Surname	Staff First name	Level of first aid	Expiry - Month	Expiry - Year
BENNETT	Andrew	CPR	August	2016
BOURKE	Carmel	CPR	November	2016
DEMANSER	Geoff	CPR	November	2016
JENKINS	Dot	CPR	November	2016
JONES	Nathan	CPR	November	2016
RIORDON	Val	CPR	November	2016
ROBERTSON	Cherie	CPR	November	2016
VANGENINDEN	Will	CPR	November	2016