

 <p><b>OAKLEIGH GRAMMAR</b> Empowering young minds</p>	<h1>Oakleigh Grammar</h1>	
<p><b>Policy Document Name</b></p>	<p><b>Occupational Health and Safety</b></p>	
<p><b>Date Ratified by The Board of Management</b></p>	<p>November 2023</p>	
<p><b>Date for Review</b></p>	<p>November 2026</p>	

### 1. Rationale and Purpose

Oakleigh Grammar recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare as this is vital to the successful functioning of our School. Promotion and maintenance of a safe working environment is a responsibility that extends to all employees, students, parents, contractors and other visitors to the school site.

The School is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all School activities, both onsite and away from the campus e.g. camps and excursions. A consultative, co-operative approach between employees and management on OH&S issues will be encouraged.

This policy is consistent with:

- The DE&T Mission that schools provide a safe and appropriate teaching and learning environment for both staff and students
- The School’s legal obligations under the Victorian OH&S Act 2004, Dangerous Goods Act 1985, OH&S Safety Regulations 2017, and Common Law Duty of Care.
- Accident Compensation Act 1985

### 2. Application

This policy applies to all staff members, students, visitors, volunteers and contractors within the workplace or participating in School related activities, and applies to all activities managed or influenced by the School.

### 3. Policy Statement

The School is committed to:

- Providing its people with a welcoming, safe and healthy working and learning environment;
- Continuously improving its health and safety performance – with the aim of preventing or minimising the occurrence of accidents, injuries and disease in the workplace through systematic hazard identification, risk assessment and control;
- Ensuring that appropriate standards of workplace safety are maintained at all times;
- Supporting and promoting health and wellbeing strategies;

- Regularly reporting and applying learnings from workplace incidents, injuries, hazards and near misses;
- Identifying and managing significant OH&S risks and opportunities for improving the Work Health and Safety Management System (WHSMS)
- Providing supportive return to work programs that are sustainable and timely for injured or ill staff members;
- Providing education and training resources;
- Creating a team approach to health and safety issues.
- Maintaining written records on all OH&S activities undertaken.

#### **4. Roles and Responsibilities**

**a.** All staff and Students are responsible for each other's safety, including their own by:

- Understanding how they contribute to the WHSMS;
- Actively participating in OHS consultations;
- Engaging with risk assessment and management processes;
- Confidently applying safe work instructions or procedures;
- Identifying and reporting hazards, incidents and 'near misses' within riskware.

#### **b. The Principal**

As employers, the Principal and Board 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 OH&S 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 School Principal is the OH&S Management Nominee by default, however a management Team member with appropriate seniority may be nominated by the Principal to act as the employer's OH&S nominee in an operational capacity (ie. OH&S Coordinator) but the overall responsibility cannot be delegated. The OH&S Management Nominee may **not** also act in the role of elected staff Health and Safety Representative (HSR).

The Principal is responsible for the health and safety performance of their staff. This responsibility extends to:

- Maintaining the workplace in a safe condition and reporting any hazards identified
- Actively promoting and implementing agreed OH&S procedures
- Identifying OH&S training needs of both individual staff and the team as a whole.

### **c. Contractors Working On-Site**

Contractors must comply with the School's OHS policies and procedures as a part of their contract. They must report any hazards or accidents.

## **5. Consultation and Communication Arrangements**

### **5.1 Communication**

Open communication between employees and managers is important in ensuring a safe workplace.

Therefore, employees of Oakleigh Grammar are encouraged to:

- Raise OHS concerns and questions
- Make recommendations and provide feedback on OHS matters
- Become involved in evaluation of safety issues
- Participate in OHS related problem solving processes.

It is important that employees help shape decisions about OHS particularly when:

- Identifying hazards and assessing risks
- Making decisions about ways to eliminate or minimise those hazards or risks
- Proposing business changes that may affect the health and safety of employees of Oakleigh Grammar
- Purchasing of new equipment or substances

Issues relating to OH&S, for example building works being conducted at the School, will be communicated to all staff via email or in the weekly briefings etc. Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to.

### **5.2 Occupational Health and Safety Committee (OHSC)**

The Occupational Health and Safety Committee (OHSC) represents staff and students and helps to improve the School's WHSMS and the management of OHS risks and opportunities. They review incidents, injuries, near misses and hazards, and make recommendations about corrective actions to apply learnings from these events. Committee Members review OHS risk registers, conduct OHS inspections and actively participate in OHS consultations. Members are updated about the work the OHS Management Committee is undertaking to improve health and safety outcomes.

The OHSC meets at least once per term. This committee is chaired by the Business Manager and includes the Deputy Principal – Student Wellbeing & Operations, Accountant, Science Laboratory Technician, First Aid Officer, Maintenance Manager and HR Officer and Health and Safety Representative. Staff will be invited to submit items to the agenda.

The Senior Operations Team will also have OHS issues as a standing item on their fortnightly meeting.

The Business Manager, Maintenance Manager and Deputy Principal – Student Wellbeing & Operations conduct a once per term 'walk through' safety audits and inspections and draft reports for the OH&S committee to act upon.

### **5.3 Health and Safety Representative (HSR)**

A Health and Safety Representative (HSR) is appointed to represent the interests of the staff in matters relating to work health and safety and monitor Oakleigh Grammar's WHSMS.

Upon election, the HSR is to be provided with training and practical support to fulfil his/her role effectively (as stipulated in the OH&S Act 2004) to exercise their power and may:

- Consult with the staff on regular basis
- Inspect a work area as required
- Participate in workplace accident and incident investigations as required
- Participate in any change management discussions that may affect staff health, safety or wellbeing.

### **6. Work Health Safety and Risk Management Procedures**

The purpose of any Organisational Health & Safety (OH&S) risk assessment is to ensure that, for any identified hazards, appropriate control measures are implemented in order to protect employees, contractors, students and visitors from risks to their health, safety and welfare.

Control measures for OH&S hazards should be implemented as required using the following hierarchy of control, in order of preference these measures relate to:

- Elimination (removal of the hazard)
- Substitution (substitute the hazard for something which is less hazardous e.g. replace a hazardous chemical with one that is not hazardous)
- Isolation (isolate the hazard from people e.g. place a noisy piece of equipment in another location)
- Engineering (e.g. guarding on machinery)
- Administrative (e.g. provision of training, policies, and procedures)
- Personal protective equipment (e.g. use of hearing, eye protection, high visibility vests)

Outcomes of OH&S risk assessments will be documented and the control measures reviewed at least annually or earlier should a task or activity be the subject of an OH&S incident or change process.

Risk reduction will be a central goal of the School and the Risk Management program 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 OH&S Regulations and DE&T directives;
- Formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices, including a First Aid Register and a Hazard Alert Register, 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;
- 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.

OH&S considerations will be integrated into the financial and human resources 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

### **OH&S Training and Induction**

All new employees will be informed of the Occupational Health and Safety policy through the normal induction process. Employees will be trained in any required safety procedures.

OH&S Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicised in accordance with the OH&S Regulations 2007.

Return to Work Co-ordinator (RTW) will be the HR officer and will be provided with appropriate training. RTW policy and procedures will be developed, documented and publicised.

### **d. Identifying OHS Activities**

In reference to the DE&T guidelines, the following activities must be carried out by all schools:

- Reviewing and updating the *OHS Risk Register*
- Reviewing and updating the *Chemical Register*
- Scheduling and conducting quarterly *workplace inspections*, and completing workplace checklists
- Conducting electrical equipment testing and tagging
- Review the School's *Asbestos Management Plan*
- Review *First Aid Summary Incidents*
- Review *Emergency Management Plan* and carry out practices drills
- Review the *OHS Activities Calendar*

### **e. Resources**

The DE&T OH&S Guidelines and Support Material for Schools  
WorkSafe Victoria OHS in Schools – a practical guide for school leaders

#### **f. Review and document control**

This policy will be reviewed as part of the School's three-year review cycle. It will also be reviewed following any OH&S Incidents.

An annual Occupational Health and Safety review will be conducted by the appointed representative in consultation with the Principal and nominees from the OH&S committee.

OH&S initiatives and performance and the outcomes of this review will be included within the Principal's report to the Board.

#### **8. Consequences of non-compliance with this policy**

The obligations outlined in this Policy prescribe and regulate the standards of conduct required of all staff members and all other members of the School community.

Where a staff member suspects a breach of the Policy may have occurred, or are aware of possible breach of the Policy, they need to report it to their Line Manager or HR Officer.

If a staff member has breached this Policy, they may be subject to disciplinary action, up to and including termination of employment.