OCCUPATIONAL HEALTH AND SAFETY (OHS) POLICY

SALESIAN COLLEGE
CHADSTONE EST.1957

POLICY STATEMENT

The College is committed to providing a safe and healthy workplace (without risks to physical and mental health) for staff, students, visitors, contractors and other parties by discharging its OHS responsibilities. The College recognises that all parties have responsibilities for their own safety and the safety of others.

POLICY SYNOPSIS

This policy outlines college OHS operational areas and requirements, and the important role that all members of the College community (including visitors and contractors) play in providing a safe and healthy workplace. The policy also outlines the assigned OHS responsibilities of Board Directors, the Leadership Team, managers, employees, students, contractors, visitors, the OHS Committee, HRS Representative and the Return to Work (RTW) Coordinator.

VERSION CONTROL

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ISSUE HISTORY

Date Modified	Modified and approved by	Version	Details
29/03/22	Approved by College Board Author: Business Manager	1.0	New policy format adopted
3/08/22	HR, Risk and Compliance Manager	1.0	WorkSafe reporting flowchart added and update responsibilities
3/03/2024	HR, Risk and Compliance Manager	2.0	Biennial review – content added on OHS operational areas

PRINCIPLES

This policy objective is to ensure that employees, students, visitors, contractors, volunteers and other members of the community are aware of the college's approach to OHS, that OHS is an integral part of all our operations and that everyone has responsibilities to contribute to a safe and healthy workplace.

The care and safety of our community members is at the core of our Salesian values and a legal requirement under OHS Act 2004 & Regulations 2017. This Occupational Health and Safety Policy and other policies (such as our Child Safety and Wellbeing Policy) assist in discharging our obligations.

SCOPE

This policy impacts on the college, its Board, the Leadership Team, managers, staff, students, contractors and visitors. It applies to all activities conducted at the college and college activities held elsewhere.

DEFINITIONS

Term	Full name and explanatory text
Contractor	An organisation or person other than an employee who provides services.
Health and Safety Representative (HSR)	OHS Committee member elected by staff to receive and / or raise issues, participate in the OHS Committee and exercise powers afforded to them under the OHS Act and Regulations.
OHS Committee	A College Committee comprising the HSR, Business Manager and other management appointments – currently RTW Coordinator, Daily Organiser and Sport Academy Coordinator.
Sub-contractor	An organisation or person engaged by a contractor.
Medical Treatment	Treatment by a person registered under the Health Practitioner Regulation National Law to practice in the medical or nursing or midwifery profession (doctor, nurse, etc.).
Vehicular traffic	Any powered vehicle capable of the carriage of goods or people being used either under its own power or under the effects of gravity when travelling in any areas under the control of (the College).
Pedestrian traffic	Includes not only people walking or running in areas under the control of the College but also includes people being transported on or assisted by aides to ambulatory movement such as wheelchairs, stretchers, etc.
Public	Any persons other than employees, students or contractors who could be exposed to risks arising out of the conduct of the College's undertakings

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POLICY

Salesian College Chadstone is committed to providing a safe and healthy workplace (without risks to physical and mental health) for employees, students, visitors, contractors and other parties by discharging its OHS responsibilities.

1. OHS Framework

The College's OHS framework is built upon the following principles:

Prevention: The College prioritise preventive measures to identify and mitigate potential hazards in the college environment, including classrooms, laboratories, outdoors areas and any locations where external college-based activities take place.

Compliance: The College adheres to all regulations concerning health and safety in an educational setting. Under the Occupational Health and Safety Act 2004 (OHS Act), employers must provide and maintain a working environment for their employees, including contractors, that is safe and without risks to health, so far as reasonably practicable. In Section 5 of the OHS Act, health is defined as including psychological health.

Our policies and procedures are regularly reviewed and updated to ensure compliance with the latest regulations and standards.

Training and Education: The College provides training and education to all staff members on OHS practices and procedures. This includes awareness of potential hazards, proper use of safety equipment, and emergency response protocols.

Risk Assessment and Management: The College conducts regular risk assessments to identify potential hazards, investigate near misses and implement appropriate measures to manage and minimize risks. This includes risk assessment for all college activities (including psychosocial hazards), the maintenance of an incident register and routine inspections of facilities, equipment, and infrastructure.

Emergency Preparedness: The College has established protocols and procedures for responding to emergencies, including accidents, injuries, and natural disasters. Our staff members are trained to respond effectively and efficiently in crisis situations.

Collaboration: The College actively engages with stakeholders, including staff, students, and local authorities, to promote a culture of safety and foster a collaborative approach to OHS management.

Reporting: A register of OHS incidents is reported to the College's Leadership Team, Child Safety, Risk and Compliance Committee and Board to provide oversight in ensuring that appropriate actions are taken to address any identified deficiencies or hazards.

By implementing these principles, the College is dedicated to creating a safe and healthy learning environment where everyone can thrive. We remain committed to continuous improvement and ongoing efforts to enhance our OHS framework for the benefit of our entire school community.

2. OHS Induction Program

All new staff members participate in an OHS induction program upon commencement of their engagement with the College This program will be designed to familiarise them with relevant OHS policies, procedures, and guidelines.

Content: The OHS induction program will cover key topics, including but not limited to:

- Hazard identification and risk assessment
- Safe work practices and procedures
- Emergency response protocols
- Proper use of safety equipment and personal protective gear
- Reporting mechanisms for accidents, incidents, and hazards

Delivery: OHS induction training will be delivered through a combination of methods, such as face-to-face sessions, online modules, written materials, and practical demonstrations. Trainers will be appropriately qualified and/or experienced in these areas.

Documentation: Records of OHS induction training will be maintained for all staff members, documenting their participation and completion of the program. These records will be kept on file and updated as necessary.

Review and Evaluation: The OHS Induction program will be reviewed regularly to ensure its ongoing effectiveness and relevance. Feedback from staff members regarding the OHS induction program will be used to inform improvements.

Compliance: All staff members are expected to actively participate in the OHS induction program provided by College.

3. OHS Incidents

OHS incidents (including injuries, illnesses, hazards and near misses) must be reported as early as practicable, ideally the day of the incident, and must be entered into the system within 48 hours of any incident, using the OHS Injury Form or OHS Hazard and Near Miss Form located on the College's Knowledge Base (KB) online platform – examples of the forms are provided in Appendix 1.

Examples of injuries to report include:

- Slips, trips, falls
- Cuts/abrasions
- Allergic reactions
- Behaviours of concern
- Psychosocial
- Mental/psychological injuries
- Sporting injuries
- Medical incidents
- Equipment and manual handling injuries

Where required by law, return to work planning and implementation will be undertaken and incidents notified to Worksafe Victoria. Worksafe Incident Notification should be undertaken as soon as a reportable event occurs (See Appendix 2 and 3 for guidance and templates).

All community members are expected to play a part in health and safety and meet their obligations. In particular, community members are encouraged to report OHS issues and concerns using the OHS Hazard or Near Miss Form.

Examples of hazards and near misses to report include:

- Trip hazards
- Broken furniture or equipment
- Any potential near misses – trip without injury, potential of electric shock etc
- Behavioural
- Uneven ground surfaces
- Psychosocial

Issues will be resolved in accordance with the OHS Issue Resolution Flowchart that is also provided below (See Appendix 4).

The OHS Injury Form and the OHS Hazard or Near Miss Form are used to report concerns, hazards and illnesses and injuries that are not minor.

OHS Hazard or Near Miss reports can be completed by any staff member. In relation to OHS injuries at the College, reports will be completed by the School Nurse or Student Reception staff (with the support of the first responder). In these instances, the Risk and Compliance Manager, School Nurse or Student Reception staff will also be responsible for reporting serious incidents to Worksafe. However, responsibility for completion of forms and reporting to Worksafe rests with teaching staff for offsite events e.g. sports, excursions, camps. Leadership Team members and administrative staff can assist teaching staff in meeting their responsibilities.

4. WorkSafe

The College recognise the important role of WorkSafe in promoting and enforcing health and safety standards within educational settings. We comply and cooperate with WorkSafe in matters related to health and safety management and promptly report any notifiable OHS incidents, accidents, or hazards in accordance with regulatory requirements, The College takes appropriate actions to address any non-compliance issues identified during inspections or audits.

WorkSafe notifiable incidents include (see Appendix 2 for further information):

- death of a person
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient in a hospital
- a person needing immediate medical treatment for one of the following injuries: amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving, scalping), electric shock, spinal injury, loss of a bodily function, serious lacerations (example: requiring stitching or other medical treatment)

5. Workplace Ergonomics and Hazardous Manual Handling

The College recognises the importance of ergonomics in preventing workplace injuries and enhancing productivity. A guide to setting up workstations is available to ensure that office environments in our college promote optimal ergonomic practices (see Appendix 5).

The College recognises the potential risks associated with manual handling tasks, including lifting, carrying and pulling and pushing activities. Our risk management framework and hazard identification procedures support the College to identify, assess and control hazardous manual handling tasks to prevent musculoskeletal and other injuries among staff members.

6. Working in Isolation

The College recognises that working in isolation may give rise to specific risks health and safety which need to be managed appropriately. To ensure the health and safety of employees we will ask staff to conduct a risk assessment in line with our Work Health and Safety Systems. We will aim, in the first instance, to minimise any staff working in isolation, unless absolutely necessary. In stances where working in isolation does occur, we will aim to eliminate any exposure to risk from isolated work and where such risks cannot be eliminated, we will put in place controls to minimise the risks (See Appendix 6 for Working in Isolation Procedure).

7. Offsite activities

The College is committed to providing enriching educational experiences for students both inside and outside the classroom. Recognising the value of offsite school activities in enhancing learning and personal development, ensure the following steps are followed to ensure the safety, security,

and welfare of all participants during such events (Note, all OHS measures for offsite activities will meet the onsite OHS requirements in addition to below steps):

Risk Assessment and Planning: Prior to conducting any offsite school activity, a thorough risk assessment will be conducted to identify potential hazards and assess the level of risk associated with the activity. A comprehensive plan will be developed to address identified risks and ensure the safety of all participants.

First Aid Management: A Lead First Aider is assigned to oversee first aid and medical management for all off site activities (see Appendix 7 for Lead First Aider responsibilities).

Permission and Consent: Written permission and consent will be obtained from parents or legal guardians for students to participate in offsite school activities. The permission forms will include information about the activity, potential risks, supervision arrangements, emergency procedures, and any special requirements.

Supervision and Staffing: The staff-to-student ratio will be determined based on the nature of the activity and the age and needs of the participants.

Emergency Management: Relevant information is obtained to ensure hired facilities (camps, excursion activities) have met safety requirements, including insurance certificate, emergency management procedure/plan, and risk assessments for activities run by facility.

Communication and Reporting: Clear lines of communication will be established between staff members, participants, parents, and relevant stakeholders before, during, and after offsite college activities. Any incidents, accidents, or emergencies that occur during the activity will be promptly reported and documented using the relevant OHS report form on KB (see section 3 above).

8. Return to Work

The College is committed to supporting the health and well-being of all staff members and recognises the importance of facilitating a successful return to work following a period of absence related to a workplace injury. We will provide appropriate support and adjustments to facilitate the return to work of staff in accordance with the Workplace Injury Rehabilitation and Compensation Act 2013.

Staff members are required to notify the Return to Work Coordinator as soon as possible about a workplace related injury (including completing an OHS Injury Form) so that the return to work procedure can be followed (see Appendix 8).

Individualised Return-to-Work Plans will be developed to support the individual needs and circumstances of staff. This plan may include modified work duties, flexible work hours, or other accommodations to facilitate a gradual and successful return to full duties.

Health and Safety Consideration will be prioritised during the return-to-work process. Any necessary adjustments to the work environment or job duties will be made to accommodate any temporary or permanent limitations resulting from workplace related illness or injury.

9. Pedestrian and vehicular traffic safety

In order to minimise the potential harm to employees, students, hirers, contractors and the public, the College will ensure that the paths of travel for the different types of traffic are clearly designated and appropriately marked and that traffic is appropriately regulated. As far as practicable, pedestrian traffic will be segregated from vehicular traffic and where their paths of travel intersect, the right of way rules are clear to everyone based on practicable risk assessments. Appropriate enforcement of the College's traffic rules will be undertaken.

The College has established rules for areas under its control to be used for vehicular and pedestrian traffic and determines the broad approach and processes by which the College manages traffic movements.

10. Public safety

The College will strive to manage its workplace(s) in ways that do not expose the public to risks arising out of the conduct of our undertakings. This includes those visitors under hire agreement with the College. We will Identify processes or equipment which could be potentially hazardous to the public, and assess the risks which might arise from those situations, and implement practicable control measures to eliminate or minimise risks to the health and safety of all those who might be affected by the undertakings of the College.

Our health and safety practices will be managed systematically and regularly reviewed in consultation with relevant stakeholders.

If and when health and safety issues arise impacting public safety, we are committed to resolving those issues that are within our control, via our risk management framework, Incident reporting processes and issue resolution procedure (see Appendix 4).

RESPONSIBILITIES

The Board of Directors

The Board of Directors are required to ensure the Principal and Leadership Team discharge their accountabilities and for receiving regular reports to ensure this policy is complied with.

Principal and Leadership Team

- Providing safe systems of work (including for the safe use, handling and storage of substances) so far as is practicable
- Following a systematic approach to meeting OHS obligations including development of policies and procedures
- Providing adequate resources for implementing this policy and assigning responsibilities for OHS duties
- Providing and maintaining safe plant and systems of work and monitoring arrangements for the safe use, handling, storing and transport of plant and substances
- Providing information, instruction, training and supervision for employees and contractors to enable them to work in a safe and healthy manner
- Encouraging and providing opportunities for all employees to contribute to workplace safety
- Consulting with employees (and their representative) and other stakeholders on OHS issues
- Resolving any OHS issues and striving for continuous improvement.
- Utilising OHS resources available from the VCEA (Victorian Catholic Education Authority) Industrial Relations Unit and WorkSafe Victoria
- Ensuring the College is managed in a manner that, as far as practicable, does not expose the public to risks

Managers and Leaders

Managers and leaders (supervising work of other staff and / or students) must:

- Be accountable for OHS in areas under their control
- Understand OHS risks and hazards

- Actively practice and develop proper attitudes towards OHS matters
- Identify, report, assess and control risks associated with work / activities using risk management and incident reporting processes
- Ensure that safe work practices are employed by those they are responsible for
- Ensure employees, students and others receive appropriate induction, training and information and use safety equipment where required
- Make reasonable enquiries to ensure that contractors are suitably qualified for the work they are engaged to undertake

Employees, Volunteers, Contractors and Sub-contractors

Employees, volunteers, contractors and sub-contractors must:

- Be aware that each plays a part in OHS and report any OHS injuries or hazards that arise
- Complete the College's induction program and adhere to policies and procedures
- Assess risks associated with tasks and work they undertake and consider options to minimise risk to themselves and others
- Actively consider and report hazards and risks in formulating approaches to their work and implement or recommend measures that eliminate or minimise risks
- Undertake appropriate safety training and be familiar with and comply with this policy, procedures and guidelines developed to promote a safe and healthy work environment
- Take reasonable care of their own health and safety and that of others affected by their actions or omissions and eliminate or minimise risks and hazards
- Act in accordance with policies and procedures including accident and incident reporting and reporting potential hazards
- Seek information or advice where necessary before carrying out new or unfamiliar work
- Maintain dress standards appropriate for activities including protective clothing and footwear
- Be familiar with emergency management procedures including the location of emergency equipment and comply with instructions given by emergency personnel such as wardens, communications officers and first aid staff
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students
- Provide evidence of insurance and qualifications where required (contractors and sub-contractors)

Lead First Aider

All College events, camps, excursions and after-hours incursions will have a Lead First Aider appointed by the staff member coordinating the activity.

Where participant numbers exceed 40 (including students, teachers, parents or other participants) the Lead First Aider will be supported by other staff members to ensure the College meets its duty of care. Staff resourcing for larger and more complex events will be determined on a case-by-case basis through the risk assessment process.

(See Appendix 7 for detailed role responsibilities of Lead First Aider).

Students

Students are responsible for:

- Complying with rules and procedures and directions from staff related to health and safety.
- Acting in accordance with a personal sense of responsibility and display a caring attitude for the health and safety of others
- Identifying risks and control measures to eliminate or minimise risks

OHS Committee

The OHS Committee is responsible for:

- Discussing OHS issues and making recommendations to the Leadership Team including:
    - OHS objectives and targets
    - Monitoring systems / processes to identify and control hazards / risks
    - Employee access to materials / skills to effectively manage OHS risks
    - Undertaking risk assessments and developing mitigation strategies
    - Addressing any OHS issues referred to them

Return to Work Coordinator

The Return to Work Coordinator is appointed to assist employees with return to work following workplace incidents, accidents and injuries – their role is outlined below in Important Return to Work (RTW) Information (see Appendix 8)

Our RTW coordinator is the point of contact for injured staff and supports them throughout their recovery by:

- Assisting them to remain / return to work while they recover
- Plan and progress return to work
- Consult with the injured staff, their health practitioners and our WorkSafe Agent
- Monitoring recovery
- Take steps to prevent recurrence / aggravation of the injury
- Acting as a point of contact for WorkSafe and help resolve RTW issues

Health and Safety Representative

The OHS representative (elected by staff every 3 years) is required to:

- Represent staff and voice their views and concerns to the OHS Committee and Leadership
- Assist in disseminating OHS information
- Attend the OHS committee (minimum four times per year)

Risk and Compliance Manager

The HR, Risk and Compliance Manager oversees the implementation of our OH&S management framework by:

- Ensuring we meet the OH&S Act, OHS Regulations and other compliance codes
- Supporting the development and implementation of the OH&S induction program for all staff
- Collaboratively work with relevant stakeholders to review, maintain, develop and implement OH&S policies
- Collaboratively work with relevant stakeholders to assess and manage risks related to college facilities and activities
- Collaboratively work with the Facilities Manager, School Nurse and HSR to ensure incident reporting procedures are upheld and followed
- Provision of information and professional learning on OHS compliance information
- Report to staff on OHS compliance information
- Oversee the implementation of the risk management framework
- Develop and maintain incident and risk registers
- Coordinate interactions with WorkSafe (or relevant regulatory body)

RELATED INFORMATION

http://www.cecv.catholic.edu.au/OHS-WorkCover/

OH&S Act 2004 & Regulations 2017 https://www.legislation.vic.gov.au/in-force/acts/occupational-health-and-safety-act-2004/038

Dangerous Goods (Storage and Handling) Regulations 2012 https://www.legislation.vic.gov.au/in-force/statutory-rules/dangerous-goods-storage-and-handling-regulations-2012/008

Workplace Injury Rehabilitation and Compensation Act 2013 https://www.legislation.vic.gov.au/in-force/acts/workplace-injury-rehabilitation-and-compensation-act-2013/042

Important Return to Work (RTW) Information

WorkSafe Victoria 2017 OHS in Schools: A practical guide for school leaders

RELATED POLICIES

Emergency Management Policy

Risk Management Policy

First Aid Policy

Building, Compliance and Essential Safety Measures Policy

Facilities Hire Policy

Sports Policy (to be developed)

OHS INJURY FORM

The following text is replicated on the online Knowledge Base (KB) form. Details should be completed online

REGISTER OF INJURIES		**NUMBER**	
INJURED PERSONS DETAILS			
Family name		First name	
Role at College			
INJURY			
Date		Time	
Nature of injury			
Injury - nature and bodily location (attach diagram if helpful)			
Exact location where injury occurred (e.g. building, level, room) (attached photo / diagram if helpful)			
Describe how injury was sustained			
Describe any equipment involved in the injury			
WITNESSES			
Name		Contact no.	
Name		Contact no.	
FOLLOW UP			
Who was injury reported to?			
Outline any treatment that was provided			
Did the injured person return to work or study?			
REPORTED BY			
Family name		First name	
Position			
Signed		Dated	
FOLLOW UP I acknowledge receipt of advice of injury incident and confirm that written acknowledgement has been given to the injured worker.			
Family name		First name	
Position			
Signed		Dated	
FURTHER ACTION			
Action			
Signed		Dated	

OHS HAZARD OR NEAR MISS FORM

The following text is replicated on the online Knowledge Base (KB) form. Details should be completed online.

REGISTER OF OHS CONCERNS (includes incidents and near misses)		**NUMBER**	
INCIDENT DETAILS			
Date		Time	
Nature of incident			
Damage or potential for injury / damage			
Exact location where incident occurred			
Describe how incident occurred / an incident could have occurred			
Describe any equipment involved in the incident			
WITNESSES			
Name		Contact no.	
Name		Contact no.	
FOLLOW UP			
Who was incident reported to?			
Outline any action that was taken			
REPORTED BY			
Family name		First name	
Position			
Signed		Dated	
FOLLOW UP I acknowledge receipt of advice of incident and confirm that written acknowledgement has been given to the reporter			
Family name		First name	
Position			
Signed		Dated	
FURTHER ACTION			
		Dated	

APPENDIX 2

PROCEDURES - REPORTING REPORTABLE OHS INCIDENTS TO WORKSAFE VICTORIA

Extract from https://www.worksafe.vic.gov.au/report-incident last updated 31 Jan 2020

1. **Make sure everyone is safe and call 000 if needed.**

2. **Determine if an incident is reportable:**
   Incidents that must be reported include those resulting in:

   - death
   - a person needing medical treatment within 48 hours of being exposed to a substance
   - a person needing immediate treatment as an in-patient at a hospital
   - a person needing immediate medical treatment for one of the following injuries - amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.
     (Full list below)

   Definitions:

   - *Immediate medical treatment - operation, administration of drug but not diagnostic procedures.*
   - *Head injury - scalping, penetrating, fracture, unconsciousness caused by trauma, burn.*
   - *Eye injury - loss of sight, penetrating, burn.*
   - *Spinal injury – fracture but not muscular injuries.*
   - *Loss of bodily function - unconsciousness, loss of movement, loss of the senses (smell, taste, sight or hearing), loss of function of an internal organ.*
   - *Lacerations - deep or extensive cuts, tears or wounds.*
   - *The immediate medical treatment required may be to prevent loss of blood, loss of bodily function, infection.*

3. **Report the incident if required**
   - Ensure the incident scene is not disturbed (refer step 4) unless to protect a person's health or safety, to help someone who is injured or make an area safe.

     - Call 132360 (WorkSafe) immediately. They will lodge incident details and email a link to an online incident notification form and advise if an inspector will make a site visit and whether the incident scene can be disturbed before the visit.

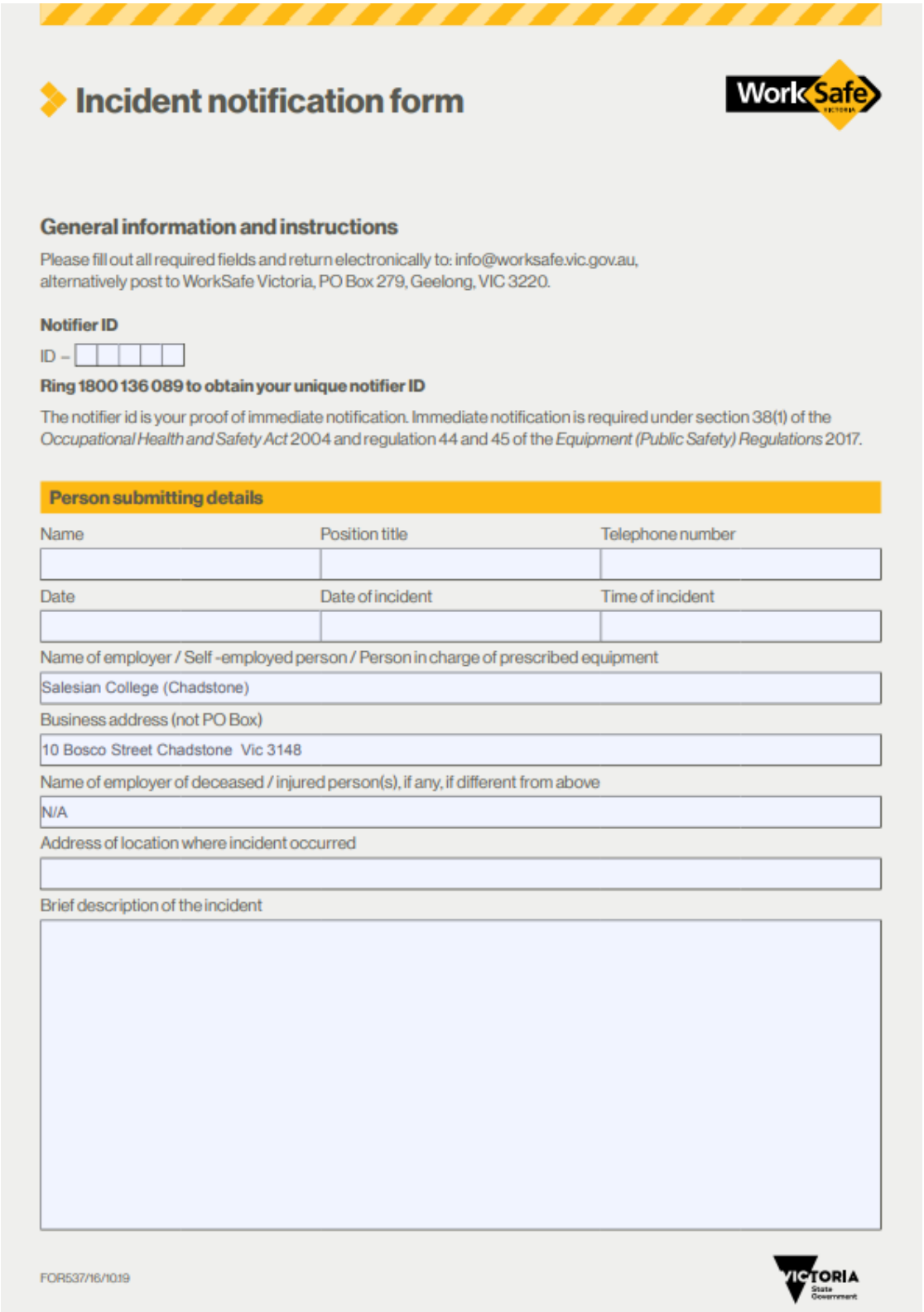
     - Report the incident within 48 hours - complete and submit the online incident notification form. You will receive an email copy. If problems are encountered, email form to info@worksafe.vic.gov.au

     - (Keep forms for at least 5 years)

4. **Record injury in the Register and follow Salesian College reporting process** (overseen by HR, Risk and Compliance Manager)
   See process flowchart below in guidance and process section.

Incident notification form

Located at https://content.api.worksafe.vic.gov.au/sites/default/files/2019-11/FOR-Incident-notification-form-2019-10.pdf d/loaded 18 Jun 2020



Incident notification form

WorkSafe

General information and instructions

Please fill out all required fields and return electronically to: info@worksafe.vic.gov.au, alternatively post to WorkSafe Victoria, PO Box 279, Geelong, VIC 3220.

Notifier ID

ID –

Ring 1800 136 089 to obtain your unique notifier ID

The notifier id is your proof of immediate notification. Immediate notification is required under section 38(1) of the *Occupational Health and Safety Act* 2004 and regulation 44 and 45 of the *Equipment (Public Safety) Regulations* 2017.

Person submitting details

Name	Position title	Telephone number

Date	Date of incident	Time of incident

Name of employer / Self -employed person / Person in charge of prescribed equipment

Salesian College (Chadstone)

Business address (not PO Box)

10 Bosco Street Chadstone Vic 3148

Name of employer of deceased / injured person(s), if any, if different from above

N/A

Address of location where incident occurred

Brief description of the incident

FOR537/16/1019

VICTORIA State Government

Details of deceased / injured person(s)

Name	Male / female	Date of birth

Residential address	Postcode

Telephone number	Occupation / job title	Employee/contractor/member of public

Work / activity being undertake at time of incident (identify any plant, substance, equipment involved)

Brief description of injuries

Person(s) who saw incident or first came to scene

Action taken / intended, if any, to prevent recurrence of incident

The above information is to be provided to the extent that it is known at the time of writing.

Declaration

I declare that where I provide personal or health information to WorkSafe Victoria (WorkSafe) about any other individual, I am authorised to provide that information, the information has been collected in accordance with applicable privacy legislation and the individual has been or will be made aware of WorkSafe's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature	Date

Name

Optional

WorkSafe ID	Establishment number

Collection of personal and health information

WorkSafe Victoria (WorkSafe) is a body corporate established under Victorian workers compensation legislation. To obtain the contact details of your nearest WorkSafe office, visit our website at **www.worksafe.vic.gov.au** Personal and health information collected in connection with this notification will be used for the purpose of monitoring, assessing and investigating workplace incidents. The information may also be used for the purpose of administering and enforcing legislation administered by WorkSafe, administration and evaluation of the WorkSafe's programs generally and legal proceedings. Subject to Section 10 of the Occupational Health and Safety Act 2004, WorkSafe may disclose such information to its contractors and agents, to other regulatory agencies, to a court or tribunal and to any person or organisation authorised by the individual to whom it relates, or by law, to obtain it. Collection of this information is required by the Occupational Health and Safety Act 2004 and other legislation administered by WorkSafe. If you do not provide any of this information, you may be subject to a penalty. Individuals have rights of access to personal and health information WorkSafe holds about them: contact the WorkSafe Freedom of Information Officer. You can access WorkSafe's Privacy Policy at **www.worksafe.vic.gov.au**.

Notice of an incident

This information is a summary of the incident notification provisions and should be read in conjunction with the legislation.

Part 5 of the Occupational Health and Safety Act 2004 requires an employer or self-employed person to notify WorkSafe immediately after becoming aware of an incident at a workplace which results in—

- the death of any person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for—
  - the amputation of any part of his or her body; or
  - a serious head injury; or
  - a serious eye injury; or
  - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
  - electric shock; or
  - a spinal injury; or
  - the loss of a bodily function; or
  - serious lacerations

Notice of incident that exposes a person to risk

An employer or self-employed person must notify WorkSafe immediately after becoming aware of an incident at a workplace which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through—

a. the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or

b. the collapse or failure of an excavation or of any shoring supporting an excavation; or

c. the collapse or partial collapse of any part of a building or structure; or

d. an implosion, explosion or fire; or

e. the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985; or

f. the fall or release from a height of any plant, substance or object; or

g. the following incidents in a mine:

i. the overturning or collapse of any plant; or

ii. the inrush of water, mud or gas; or

iii. the interruption of the main system of ventilation

In addition to immediate notification, the employer/self-employed person must provide a written record of the incident to WorkSafe within 48 hours of becoming aware of an incident.

1. to notify WorkSafe immediately, call 132 360
2. for written notification send this incident notification form to WorkSafe within 48 hours:
   - electronically via the web or
   - by post to PO Box 279, Geelong, VIC 3220 or
   - by facsimile to (03) 9641 1091 or
   - by post or delivery to WorkSafe at 1 Malop Street, Geelong, VIC 3220
3. keep a copy of the written record for at least 5 years

Site preservation

The site of a notifiable must not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

Part 9 of the Equipment (Public Safety) Regulations 2017 requires a person in charge of prescribed equipment at an equipment site to notify WorkSafe immediately after becoming aware of an incident involving the equipment which results in—

- the death of any person; or
- a person requiring medical treatment within 48 hours of exposure to a substance; or
- a person requiring immediate treatment as an in-patient in a hospital; or
- a person requiring immediate medical treatment for—
  - the amputation of any part of his or her body; or
  - a serious head injury; or
  - a serious eye injury; or
  - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
  - electric shock; or
  - a spinal injury; or
  - the loss of a bodily function; or
  - serious lacerations

Notice of a dangerous occurrence

A **person** in charge of prescribed equipment at an equipment site must notify WorkSafe immediately after becoming aware of an incident involving the equipment which exposed a person in the immediate vicinity to an immediate risk to that person's health and safety through—

a. the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in 45 of the Equipment (Public Safety) Regulations 2017 and the Australian Standards referred to therein; or

b. an implosion, explosion or fire.

In addition to immediate notification, a person in charge of prescribed equipment must provide a written record of the incident to WorkSafe within 48 hours of becoming aware of the incident.

Site preservation

The site of an incident must not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

Reportable incidents – guidance and process

Extract from https://www.worksafe.vic.gov.au/report-incident-criteria-reportable-incidentst last updated 20 Feb 2020

An obligation to report - Under the OHS Act 2004, employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred. Failure to report an incident to WorkSafe is an offence and may result in prosecution.

You must report incidents resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries - amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

You must report incidents involving:

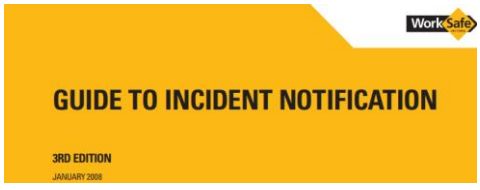
- registered or licensed plant collapsing, overturning, falling or malfunctioning
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building structure (or partial collapse)
- implosion, explosion, or fire
- escape, spillage or leakage of any substance
- plant or objects falling from high places

Dangerous goods incidents - All incidents involving dangerous goods must be reported, including fire, explosion, spills, leakage, escape.

Explosive incidents - All incidents involving explosives must be reported, including all injuries, damage to property, fire, explosion, theft, attempted theft, or unexplained loss of High Consequence Dangerous Goods (HCDGs), any other security incident involving High Consequence Dangerous Goods (HCDGs).

Explosives and High Consequence Dangerous Goods (HCDGs) - Employers and occupiers must report incidents involving explosives and High Consequence Dangerous Goods (HCDGs) immediately to:

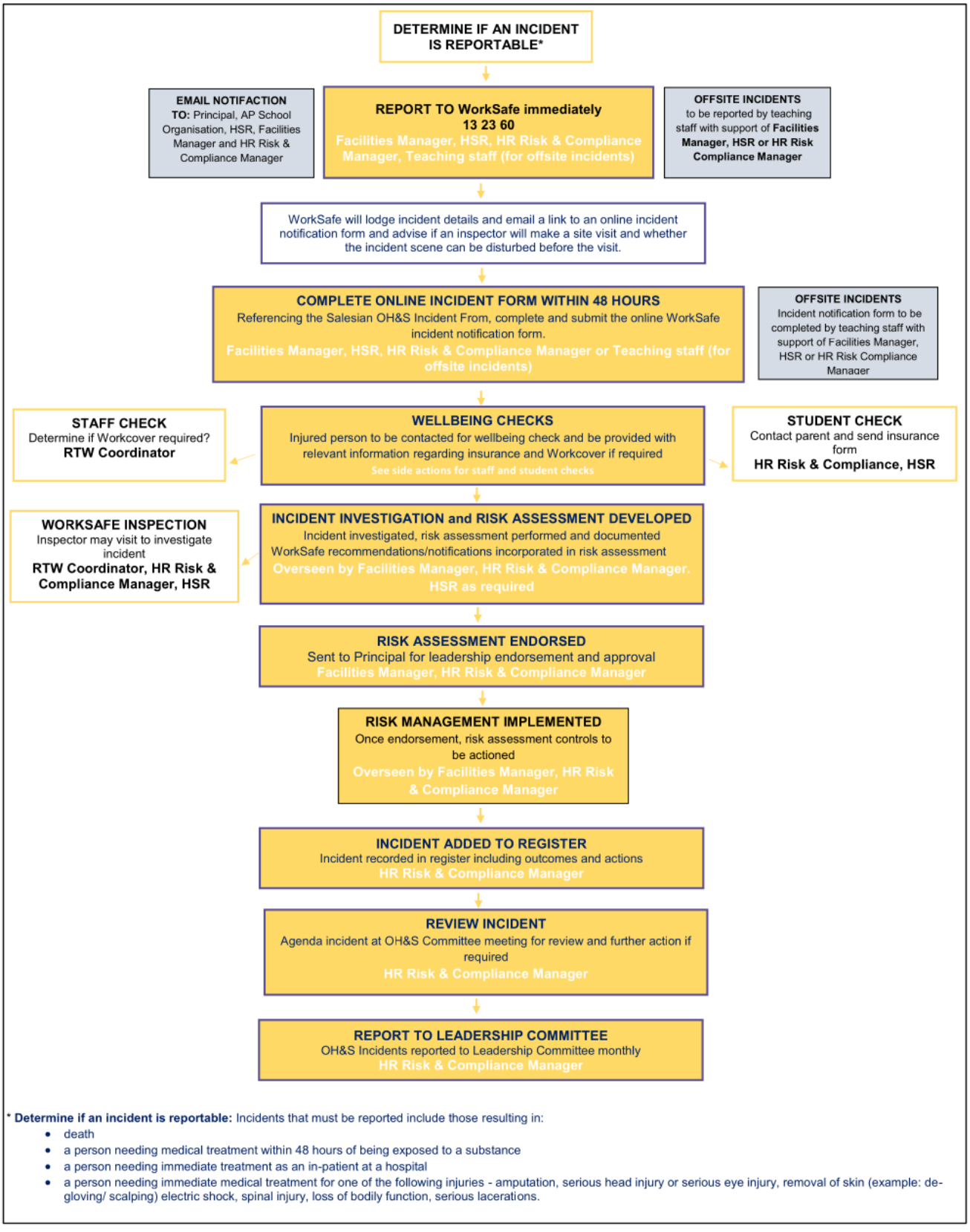
- WorkSafe by calling: 13 23 60; and
- Victoria Police (or Fire Authority) 000
- Publication https://content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Guide-to-incident-notification-2008-01.pdf



WORKSAFE REPORTING PROCESS

The following flowchart should to be utilised for WorkSafe reportable incidents.

WorkSafe: 13 23 60



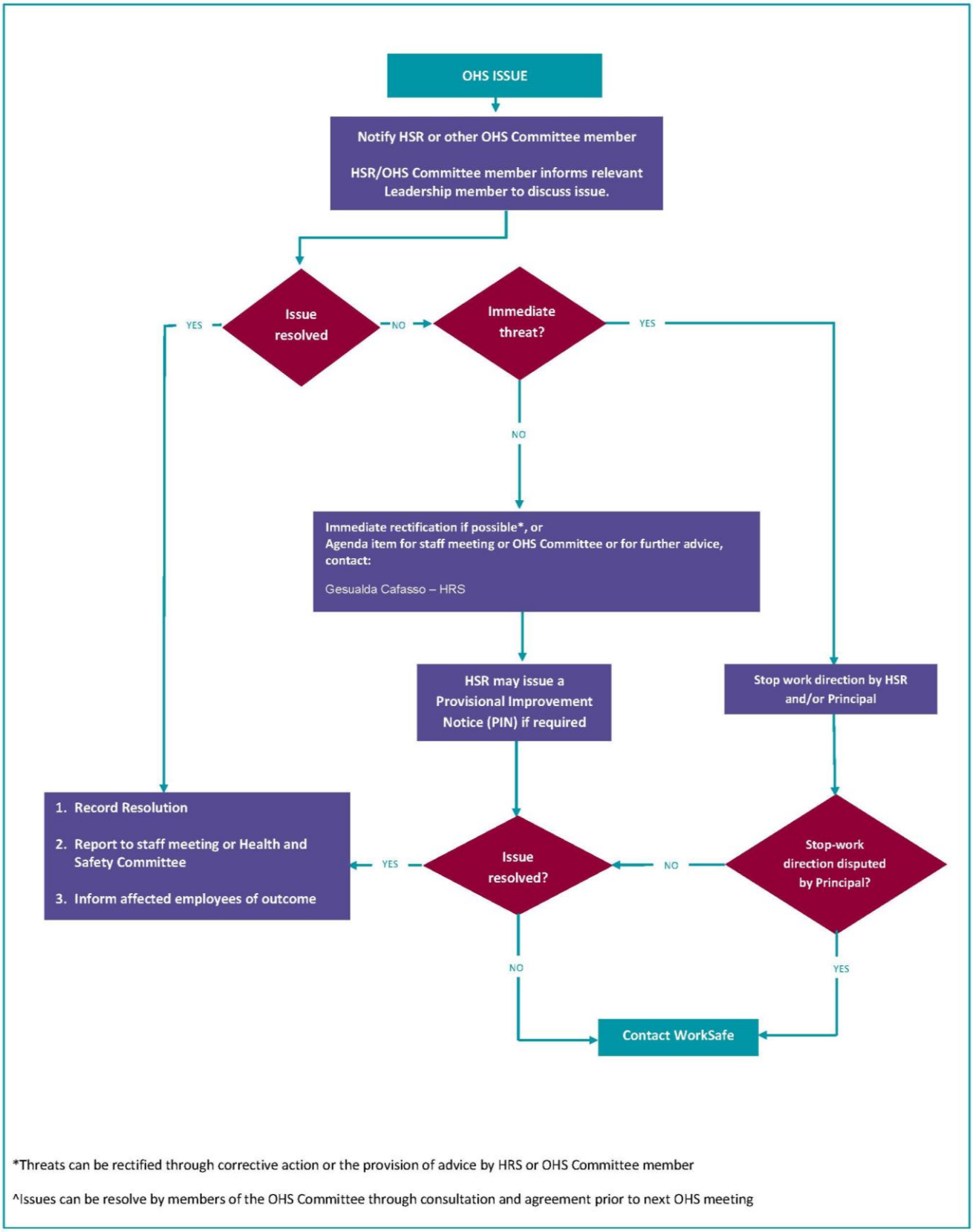
* **Determine if an incident is reportable:** Incidents that must be reported include those resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries - amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

PROCEDURES – OHS ISSUE RESOLUTION FLOWCHART

This flowchart is to be used for the resolution of workplace occupational health and safety (OHS) issues.
It is communicated to all employees and displayed on OHS Notice Boards on both campuses.

The Health and Safety Representative (HSR) is: Gesualda Cafasso



*Threats can be rectified through corrective action or the provision of advice by HRS or OHS Committee member

^Issues can be resolve by members of the OHS Committee through consultation and agreement prior to next OHS meeting

SALESIAN COLLEGE WORK STATION SET UP

Scope — **This Safe Work Instruction relates to the setup of computer work stations**

General — *Poor work station set up can result in chronic musculoskeletal injury*
The following guidance can help reduce the risk of injury and discomfort when working with computers

Desk – Seated Set Up Guidelines

Safety Concerns — The key issues associated with the use of computers relate to the position of the body in relation to the key board and screen as shown in the following diagram

1. **Elbows**
   Above the desk, at 90-110 degrees
2. **Shoulders**
   Relaxed as opposed to hunched
3. **Wrists**
   In line with forearms
4. **Hips, Knees, Ankles**
   At 90 degrees whilst seated
5. **Feet**
   Flat on the ground or footrest
   For prolonged standing, consider a mat
6. **Head**
   Upright with ears aligned with shoulders
7. **Eyes**
   Looking at the top third of the screen.
   Consider the use of a laptop raiser with your laptop
8. **Seat length**
   Should be long enough to provide support beneath thighs
9. **Backrest**
   Angled at 90-110 degrees with adequate lumbar support in line with lower back
10. **Keyboard and Mouse**
    G and H of keyboard aligned with your nose. Mouse gripped loosely
11. **Laptop**
    Used with a riser, external keyboard and external mouse

Source University of Western Australia

Monitor — The monitor height should remain the same as when the user is seated, i.e. eyes/forehead lines up with the top edge of the computer screen, creating a 30° viewing angle when looking at the centre of the screen.

- Monitors should be positioned about an arm's length away (approximately 50cm) from the user. When using a single monitor, place this directly in front of you. When using dual monitors, position the primary monitor in

front of you and the secondary monitor to the side, or, you may centre both monitors in front of you angling them in slightly.
- **Note:** This may need to be varied if the person is wearing bifocal glasses.

Keyboards

Place the keyboard in a position that allows the forearms to be close to the horizontal and the wrists to be straight. The hand should be in line with the forearm. Centre the keyboard to the chest using the GH keys

- Be careful not to have the wrist extended or bent in an up or down position.

Chairs

Adjust the seat tilt so that you are comfortable when you are working on the keyboard. Usually, this will be close to horizontal but some people prefer the seat tilted slightly forwards.

- Your knees should be bent at a comfortable angle and greater than 90º flexion. If this is uncomfortable, or if the feet do not reach the floor, then a use a footrest. The footrest height must allow your knees to be bent at 90º; the height of the footrest may need to be adjustable.

Adjust the backrest so that it supports the lower back when you are sitting upright.

Mouse Position

Position the mouse so that it is as close to the keyboard as possible and aligned with the keyboard. A mouse pad is recommended.

- It is good practice to switch between left- and right-handed mouse use to reduce overuse of the dominant hand. Operate the mouse using the shoulder and elbow as the pivot point, rather than the wrist.
- Use keyboard shortcuts to minimise mouse use

Telephones

Place phones within easy reach. If you are on the phone a lot use a headset or speaker phone to eliminate cradling the handset between your ear and shoulder.

Desks

Do not place computer drives, bins, heaters or other things that may restrict movement of the legs under desks. Legs should be able to move freely.

- The working surface of the desk should be fee from obstructions.

Experiencing Discomfort?

Vary tasks. If one task will take a prolonged period of time, take frequent rests from it.

- Take appropriate breaks at and away from the desk. Be sure to always take you lunch break.
- Place other equipment like printers away from your desk so that movement is required to access them. It is suggested that alternate tasks be undertaken every 15 minutes
- Rest and exercise your eyes by looking away from the screen to a point in the distance and regularly check and maintain your posture.

Standing Workstation - Setup Guideline

Safety Concerns

Standing throughout the day can lead to lower back disc compression, knee and feet discomfort

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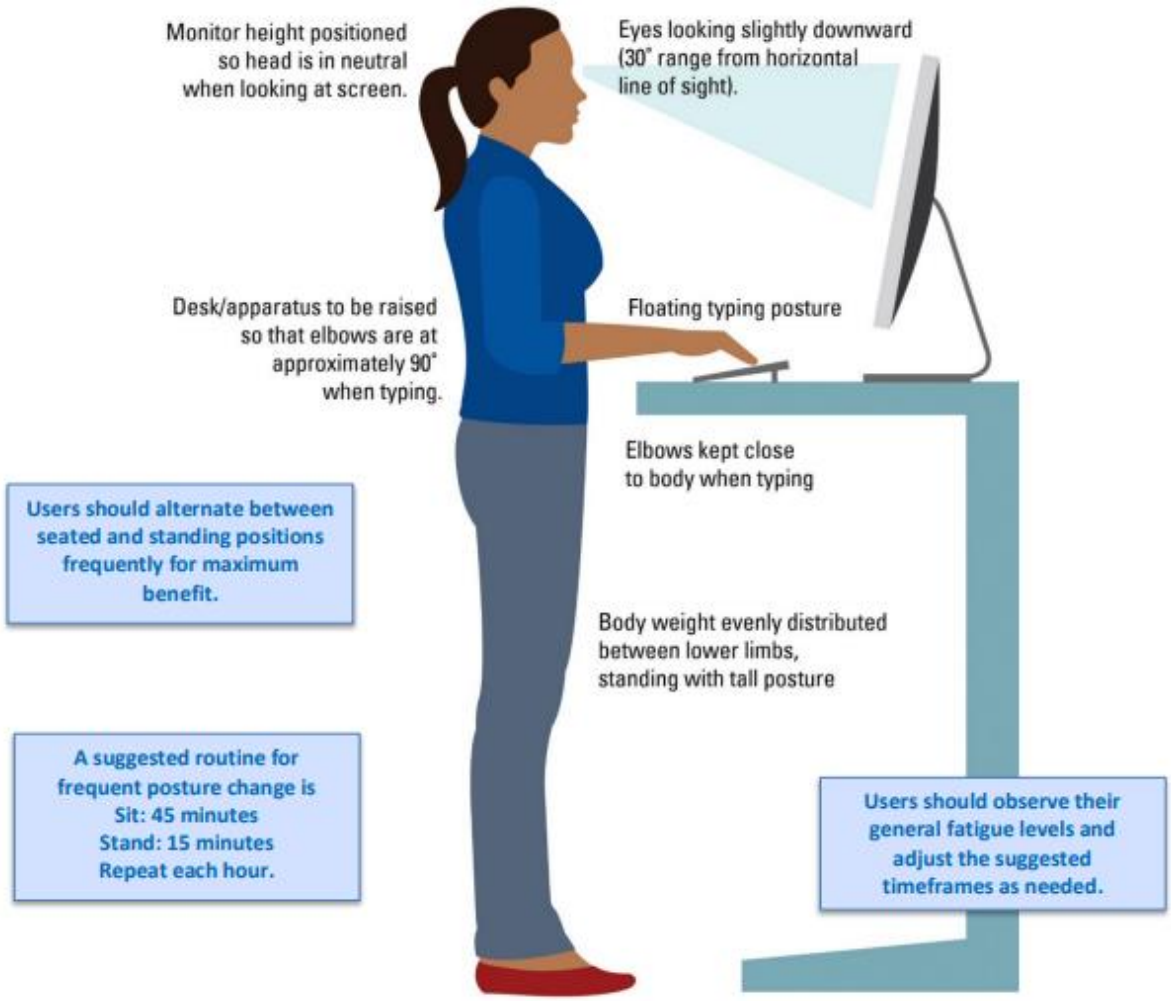


Standing Height Adjust standing height so that the elbow angle is approximately 90° when operating keyboard, elbows should be slightly above the height of your desk surface.

Standing Posture Stand with weight evenly distributed through both legs. Avoid standing still for prolonged periods

- Regularly alternate standing posture with sitting. Monitor general fatigue levels
- A suggested routine is Sit: 45 minutes Stand: 15 minutes each hour.
- For those standing on hard floors, use flat and supportive shoes and consider Anti-fatigue mats.
- Consider use of electronic reminders for postural change.

Monitor The monitor height should remain the same as when the user is seated, i.e. eyes/forehead lines up with the top edge of the computer screen, creating a 30° viewing angle when looking at the centre of the screen.

- Monitors should be positioned about an arm's length away (approximately 50cm) from the user. When using a single monitor, place this directly in front of you. When using dual monitors, position the primary monitor in front of you and the secondary monitor to the side, or, you may centre both monitors in front of you angling them in slightly.
- **Note:** This may need to be varied if the person is wearing bifocal glasses.

Keyboard

The keyboard should be positioned flat (kickstands down), and placed on the desk in a location that allows elbows to remain by the side of ribs when keying.

- Centre the keyboard to the chest using the GH keys for letter-key work and reposition keyboard for number-key work or other desktop work. A floating typing posture is recommended when standing

Mouse Position

The mouse should be aligned with and as close to the keyboard as possible

- A mouse pad is recommended.
- It is good practice to switch between left- and right-handed mouse use to reduce overuse of the dominant hand.
- Operate the mouse using the shoulder and elbow as the pivot point, rather than the wrist. Use keyboard shortcuts to minimise mouse use.

Phone

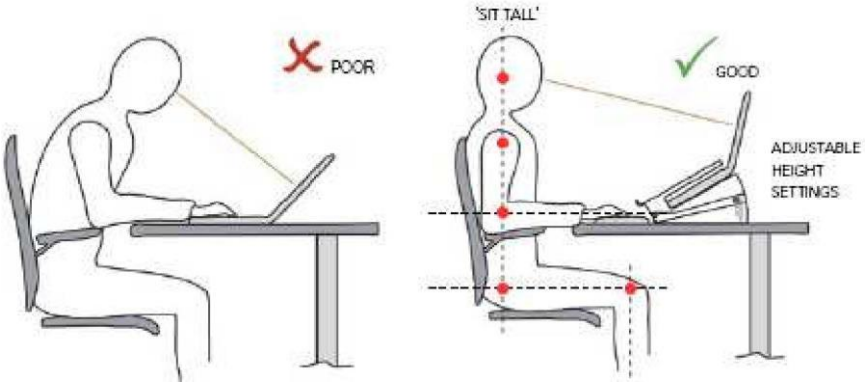
Telephone should be positioned within arm reach on non-dominant side next to monitor. Avoid cradling a telephone / mobile phone between the ear and shoulder. Consider use of a headset to reduce neck and shoulder tension if simultaneous typing, writing, and telephone use is required.

- *Note:* The purpose of a Sit to Stand Desk is to enable regular postural change throughout the day. Standing, like sitting, is a static posture which does not address our body's need for movement.

Lap Top Set Up Guidelines

Safety Concerns

The key issues associated with the use of lap tops relate to the position of the body relative to the Lap top key board and screen as shown in the following diagram



Selecting lap tops

Select laptops that have:

- The lowest possible (3kg or less) for computer
- As large and clear a screen as possible (14" diagonal or more)
- As large size keys as possible
- Detachable or height adjustable screen if possible
- As long a battery life as possible, or extra transformer/cable sets so you only carry the computer, not the cables etc.
- Facility for attaching external mouse and numeric keypad
- Friction pads underneath to prevent computer sliding across surfaces when in use
- Sufficient memory and speed (for the applications used)
- "Lightweight non-branded carrying case with handle and shoulder straps
- One with a low heat emission or and effective cooling

Setting up the lap top

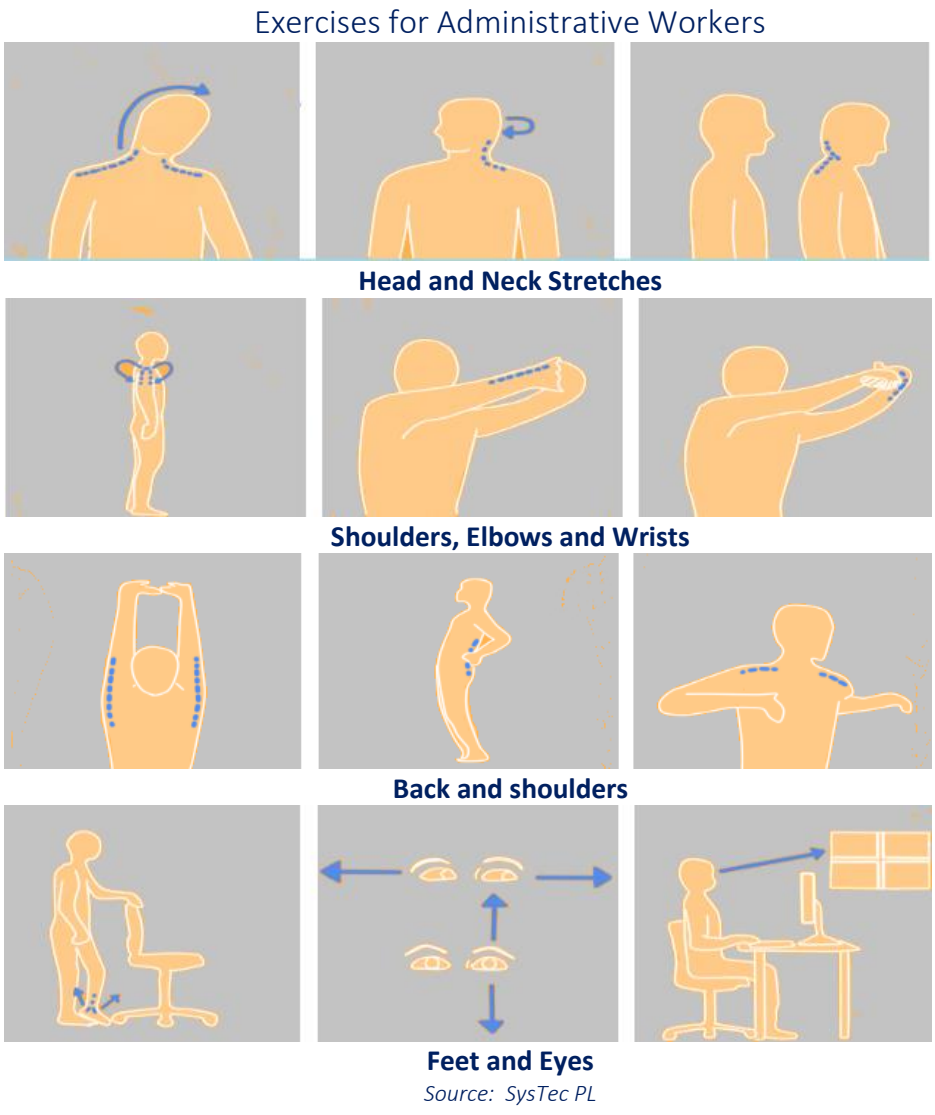
- Sit square to the lap top screen

- Position yourself so that the screen is not in front of a bright light source or in a position that will reflect glare from light sources.
- Use an adjustable height lap top stand wherever possible
- Do not rest the lap top on soft fabric surfaces when using. The fabric can block of the air ventilation causing the lap top to over heat

Using the lap top

- Take frequent breaks from working on the laptop, and get up and stretch and walk around, at least once an hour and more frequently if possible.
- Change your posture often, whenever it becomes even slightly uncomfortable; don't stay in one position for more than 15 minutes or so
- Rest your eyes frequently by looking at something far away or by closing them, for a minute or two
- Remember to blink more, to prevent your eyes feeling dry
- Use an external keyboard if possible if the lap top will be used for an extended period
- Use a USB external mousse rather than the built in internal touch pad if possible

Exercises



Source: SysTec PL

APPENDIX 6

WORKING IN ISOLATION PROCEDURE

Contents of this document:

1. Purpose
2. Scope
3. Overriding statement
4. Definition
5. Procedures
6. Emergency Plans
7. Responsibilities
8. Risk Management
9. Related Policies and References

1. Purpose

The purpose of this document is to outline the procedures to help Salesian College manage workplace risks, in the unlikely event of staff working in isolation. It is intended that this procedure will:

- Outline how the College responds to requests to work in isolation
- Outline how the College will respond if an employee is working in isolation and an incident occurs, and
- Reduce the risk of injuries and incidents in the workplace for those working in isolation.

This document will also recommend the responsibilities for managing the risks associated with working in isolation and guidelines for managing specific areas of communication and emergency responses for such circumstances.

2. Scope

The procedure will cover all employees and volunteers of the College who (in the unlikely event) work in isolation, while onsite across either/both Mannix and Bosco campuses.

The scope of this procedure does not include working times at events, incursions, excursions and camps.

The scope of this procedure does not include times when staff need to make a quick (5-10 mins) visit to the College to pick up or drop off something at either campus.

3. Overriding Statement

The College is committed to providing and maintaining safe systems of work for all its employees, including those who work in isolation.

We recognise that working in isolation may give rise to specific risks (see below, under 8. Risk Management) which need to be managed appropriately. To ensure the health and safety of employees we will ask them to conduct a risk assessment in line with our Work Health and Safety Systems. We will aim, in the first instance, to minimise any staff working in isolation, unless absolutely necessary. In stances where working in isolation does occur, we will aim to eliminate any exposure to risk from isolated work and where such risks cannot be eliminated, we will put in place controls to minimise the risks.

4. Definition

A person is deemed to be working in isolation when they cannot be seen or heard by another person and have limited means of communication and/or assistance from others for an extended period of time.

Working alone or in isolation at the College includes working alone after working hours (from 7pm onwards), on weekends or over the Christmas holiday break.

Working alone or in isolation at the College does not include times when staff need to make a quick (5-10 mins) visit to the College to pick up or drop off something at either campus.

5. Procedures

Where staff identify a need to work in isolation on the College campuses, the following steps will be made:

1. Discuss why there is a need to work in isolation with the HOD/Line Manager and explore alternative options (e.g. Arranging for a colleague to work together with them)

2. Complete an online Working in Isolation form on KB, including

    - Reasons for the need to work outside of normal hours
    - A risk assessment (template provided) – see below
    - A statement that the staff member will adhere to OHS policies and procedures while working at the College outside of normal hours
    - An agreement to contact HOD/Line at the beginning of the isolation period at work and every four hours during working in isolation and at its completion, either by SMS or telephone to the HOD/Line Manager
    - Workflow approval from HOD/Line Manager

3. Receive approval through KB from the HOD/Line Manager
   Note: If request is **NOT approved**, the staff member cannot be onsite working in isolation

4. Manage security of the buildings properly – Alarms and ensuring that the external doors are locked at all times

5. Not allow anyone unauthorised to enter the College

6. Follow all OHS and emergency procedures (check exit routes in case of emergency) while working at the College

6. Emergency Plans

The following principles will apply for emergency arrangements when working in isolation:

- Staff have access to first aid equipment and facilities at all times
- Emergency procedures are established if communications are not received from the staff member working in isolation or if the HOD/Manager is notified by the staff member that an incident has occurred.

In the event communications are not received from the staff member working in isolation:

A chain of communication/escalation will be enacted if a staff member fails to contact the HOD/Line Manager (30 minutes after expected contact is not received) and their wellbeing/safety is in question.

- The HOD/Manager calls the staff member, if no response then,
- Police or security company are contacted to do a check or ‘call out’

In the event the staff member contacts the HOD to notify them that a significant incident has occurred:

- The staff member or HOD/Manager will contact emergency services
- The HOD/Manager will maintain contact with the staff member until emergency services have arrived and thereafter as needed
- The HOD/Manager will inform the Principal and or other members of Leadership Team to determine if further response is required
- The Staff member involved or the HOD/Manager will complete an incident report form in normal business hours

7. Responsibilities

Management of working in isolation is a shared responsibility between HOD/Line Managers and staff.

All staff are required to:

- Discuss reasons for needing to work in isolation with HOD/Line Manager
- Complete a KB Working in Isolation from
- Maintain regular contact and communications with their HODs/Line Managers – see procedures
- Comply with all the safe systems of work, including the information in this procedure
- Adhere to security systems at the College – alarming, disarming buildings
- Ensure they are fit for duty to fulfil their work requirements (i.e. medical conditions are managed);

HODs/Line Managers will ensure, so far as is reasonably practicable, the health and safety of their team members, by:

- Discussing hazards and risks associated with isolated work with team members and exploring alternatives
- Reviewing submitted 'Working in Isolation' forms on KB – including risk assessment
- Ensuring work spaces are safe, including access to first aid kits
- Monitoring conditions at the workplace for the purpose of preventing illness or injury to workers
- Being aware of when team members are working in isolation and checking on required check ins and communications
- Enacting emergency response if the team members fails to contact the HOD/Line Manager

8. Risk Management

The College will adopt an ongoing risk management approach, in consultation with employees, to identify hazards, assess risks and eliminate or minimise risks in relation to working in isolation.

A risk assessment will be completed for all submissions to request to work in isolation.

The following hazards associated with working in isolation will be considered:

- Poor access to emergency assistance
- Increased severity of workplace injuries in case of an incident if they are working alone rather than with colleagues who can help
- Ensuring safe work environment and practices when working in isolation

The following questions will be considered when assessing the risks:

- Is there an alternative to working in isolation?
- How long a worker needs to work in isolation
- What if any pre-existing medical conditions the workers may have (and adequate management plans)
- Whether emergency communications will function properly at all times

- What sort of work is being done e.g. the potential for fatigue/injury
- What skills, abilities and experience the workers have to safely undertake the work in isolation
- Can emergency services access the employee if emergency medical attention is required

In the unlikely event that a staff member needs to work in isolation, the College will put in place appropriate risk controls to reduce or eliminate risks associated with working in isolation, in consultation with the employees. These may include the following:

- Rely on alternative arrangements like a Buddy System, where possible – recognising that some jobs are so risky that workers should not be required to do the work alone, pair two or more people together so that they can help each other and work safely
- Establishing contact procedures for when staff arrive at the College, including agreed emergency procedures to be activated if contact is not made within agreed timeframes
- Maintaining regular contact times between the staff member and their HOD/Line Manager
- Providing appropriate first aid resources
- Developing safe work method statements (SWMS) for isolated work if needed (e.g. use of equipment)
- Ensuring workspaces are safe

The College will monitor and review the effectiveness of the implemented risk controls.

9. Related Policies and references

- OH&S Policy
- Emergency Procedures
- WorkSafe - Working Alone Resources

LEAD FIRST AIDER RESPONSIBILITIES

Purpose

This document provides an overview of what the role of Lead First Aider is required to do in order to ensure the College is meeting its Duty of Care by the provision of First Aid of student and staff at out-of-hours and off-site school approved activities.

Scope

All College events, camps, excursions and after-hours incursions will have a Lead First Aider appointed by the staff member coordinating the activity.

Where participant numbers exceed 40 (including students, teachers, parents or other participants) the Lead First Aider will be supported by other staff members to ensure the College meets its duty of care. Staff resourcing for larger and more complex events will be determined on a case-by-case basis through the risk assessment process.

Lead First Aid Qualifications

The Lead First Aider must hold current first aid qualifications:

1. A current First Aid qualification - HLTAID011 (3-year accreditation)
2. Current Cardiopulmonary Resuscitation qualifications – HLTAID009 (1-year accreditation)
3. ASCIA Anaphylaxis Management (online training, 2-year accreditation)

Role responsibilities

The Lead First Aider must have first aid and emergency response knowledge and skills appropriate to the activity location, the students (and other participants) involved and the activities undertaken by each group of students and/or other participants.

The Lead First Aider must also have a first aid kit/supplies appropriate to the activity location, the activities undertaken and the specific needs of participating students with health or medical conditions.

The Lead First Aider must carefully document first aid incidents and outcomes noting key details such as names, dates, times and actions performed.

Main duties include:

Preparing for activity

The following Lead Frist Aider responsibilities will be supported by the activity Leader and College Nurse:

- Ensure all medical information for students with a medical condition is accessible and treatment and emergency plans are reviewed and understood
- Liaise with third party provider undertaking any off-site activities to carry out risk assessment on what level of first-aid provision and medical management adaptations are needed
- Ensure first aid kits and other necessary equipment (and medications) are available at the activity
- Liaise with parents and/or medical practitioner/s of participating students with a medical condition to ensure reasonable adjustments are made for safe participation

- Plan, prepare and communicate drug administration area and procedure to staff and students
- Maintain a record of all communications, research and decisions made regarding medical management and first aid

During the activity

- Be first point of contact to other staff First Aiders
- Oversee the immediate help to casualties with common injuries or illness and those arising from specific hazards.
- Oversee the assessment of any possible first aid situation and provide appropriate first aid to those under their duty of care.
- Using Medication Authority Forms to oversee medication administration to students
- Oversee the management of any medical treatment plans and medical emergencies and when necessary make arrangements to call an ambulance
- Oversee contact with next of kin, parents, carers or guardians in the instance of a first aid incident or medical emergency
- Where a child under their care is taken to hospital ensure that an appropriate adult stays with them at all times. In the case a parent is unable to act in this capacity then a staff member should be assigned in their place

Reporting incident

- Liaise with relevant school staff (i.e. Leadership Team member, Nurse, Risk and Compliance Manager, etc) to ensure that parents/carers/guardians are informed if their child is being taken to hospital for treatment.
- The Lead First Aider must carefully record first aid incidents and outcomes using the Knowledge Base OHS Incident Report form and/or WorkSafe report (for more serious incidents (see OHS Policy).

APPENDIX 8

IMPORTANT RETURN TO WORK INFORMATION

Salesian college's return to work obligations under Victorian Workers' Compensation legislation

Salesian College's return to work obligations	How Salesian College will meet its obligations
Make return to work information available and consult about how the information is made available	**Salesian College** will make return to work information available to its workers about: (a) the obligations of **Salesian College** under the legislation and how the employer is meeting the obligations; (b) the rights and obligations of workers under the legislation and how workers can obtain further information about their rights and obligations; (c) the name and contact details of the authorised Agent selected by the employer; (d) the name and contact details of the Return to Work Coordinator, if applicable; and (e) the procedure for resolving return to work issues in the workplace - by providing workers with this document after consulting with them about how the information will be provided to them.
Provide employment	To the extent that it is reasonable to do so, **Salesian College** will provide suitable employment to an injured worker if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work. To the extent that it is reasonable to do so**, Salesian College** will provide pre-injury or suitable employment to an injured worker for a period of 52 weeks of the worker's incapacity. This will commence from the date a *Certificate of Capacity* or a *Worker's Injury Claim Form* in which weekly payments are claimed is received from the worker or from when the authorised Agent notifies us of receipt of same (whichever is the earliest).
Plan return to work	From the time that **Salesian College** receives a *Worker's Injury Claim Form* in which weekly payments are claimed or the initial *Certificate of Capacity* from the worker or the authorised Agent notifies us of receipt of same (whichever is earlier), **Salesian College** will, to the extent that it is reasonable to do so, commence return to work planning for that injured worker. As part of that planning, **Salesian College** will: • obtain relevant information about the injured worker's capacity for work; • consider reasonable workplace support, aids or modifications to assist the worker's return to work • assess and propose options for suitable employment or pre-injury employment; • engage in consultation about the return to work of the worker; and • provide the worker with clear, accurate and current details of their return to work arrangements; and • monitor the worker's progress as often as is necessary to enable the worker to return to work in employment which is consistent with the worker's capacity for work.
Consult about the return to work of a worker	**Salesian College** will, to the extent that it is reasonable to do so, consult with the worker, the worker's treating health practitioner (with the consent of the worker) and occupational rehabilitation provider (if one is involved) in relation to the injured worker's return to work. **Salesian College** will consult with the parties listed above by: • sharing information about the worker's return to work • providing a reasonable opportunity for them to consider and express their views about the worker's return to work, and • taking those views into account. **Salesian College** will consult directly with the worker about their return to work, but the worker may be assisted by a representative during any consultation (except for a legal practitioner). The worker may be represented, assisted and supported during the return to work process.
	Salesian College has nominated and appointed at all times a Return to Work Coordinator who has an appropriate level of seniority and is competent to assist **Salesian College** meet our obligations under Victorian Workers' Compensation legislation.

Nominate and appoint a Return to Work Coordinator	
Cooperate with labour hire employers	If **Salesian College** hires labour hire workers and the worker suffers an incapacity for work resulting from or materially contributed to by an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan a worker's return to work and consult about the return to work of a worker to facilitate the worker's return to work.

Worker's return to work rights and obligations

Injured worker rights are:

- To be provided with return to work information and be consulted about how that information is to be made available
- To the extent that it is reasonable for **Salesian College** to do so, to be provided with suitable employment if they have a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks in accordance with the legislation.
- To be consulted by **Salesian College** about planning their return to work.
- To be provided with clear, accurate and current details of their return to work arrangements as part of planning for their return to work.
- To the extent that it is reasonable for **Salesian College** to do so, to be consulted and be provided with information about their return to work. The injured worker must be given a reasonable opportunity to consider and express their views about their return to work and have those views taken into account.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

Injured worker's obligations are:

- In co-operation with **Salesian College** and the Agent, to make reasonable efforts to actively participate and cooperate in planning for their return to work.
- In co-operation with **Salesian College** and the Agent, to make reasonable efforts to return to work in suitable or pre-injury employment at their place of employment or at another place of employment.
- To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service.
- To actively participate and cooperate in assessments of their capacity for work, rehabilitation progress and/or future employment prospects at the request of **Salesian College** and/or the Agent.
- To actively participate and cooperate with the representative of the Agent in an interview to enhance their opportunities to return to work, as required.
- If an issue about their return to work arises, to attempt to resolve the issue in accordance with the procedure for resolving return to work issues (see above).

If you do not comply with one or more of the above obligations, your weekly payments may be suspended, terminated or ceased and determined in accordance with the legislation by our Agent.

Additional details regarding the rights and obligations of an injured worker are available in WorkSafe's *Return to Work Obligations – Information for workers* fact sheet available from **worksafe.vic.gov.au** or via the WorkSafe Advisory Service ph: (free-call) 1800 136 089 or (03) 9641 1444.

Where to get help

Our Return to Work Coordinator

Name: Jessica Taylor Email: jtaylor@salesian.vic.edu.au

Our Authorised Agent

Name: Gallagher Bassett Phone: 1300 975 609 Web: www.gallagherbassett.com.au

WorkSafe

Phone: free call 1800 136 089 or (03) 9641 1444, **Web: worksafe.vic.gov.au**

Email: info@worksafe.vic.gov.au , **Postal Address:** WorkSafe, 222 Exhibition Street, Melbourne 3000