

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 the important role that all members of the College community (including visitors and contractors) play in providing a safe and healthy workplace. It assigns responsibilities to Directors, the Leadership Team, managers / supervisors, employees, students, contractors, visitors, the OHS Committee, OHS Representative and the Return to Work (RTW) officer. Particular attention is given to RTW processes, reporting and resolution of issues and reportable OHS incidents.

VERSION CONTROL

Prepared by	HR, Risk and Compliance Manager
Version	2.0
Approved by	Salesian College Board
Approval date	August 2022
Next review	August 2023

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

RATIONALE

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.

SCOPE

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

POLICY

The College 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.

Incidents (including injuries and illnesses) must be reported as early as practicable using the OHS Incident Form located on the College's Knowledge Base (KB) online platform – an example of the form is provided below. Where required by law, return to work planning and implementation undertaken and incidents notified to Worksafe Victoria. Worksafe Incident Notification should be undertaken as soon as a reportable event occurs.

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 Incident Form. Issues will be resolved in accordance with the OHS Issue Resolution Flowchart that is also provided below.

The OHS Incident Form is used to report concerns, hazards and illnesses and injuries that are not minor. In relation to incidents 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 Manager – HR, Risk and Compliance, 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.

Responsibilities

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

The Principal and Leadership Team is responsible for:

- 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 CECV 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 supervisors (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 and control risks associated with work / activities using risk management processes.
- Ensure that safe work practices are employed.
- 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, contractors and sub-contractors must:

- Be aware that each plays a part in OHS and report any OHS issues that arise.
- Complete the College's induction programs 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 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).

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.
 - Developing and maintaining a risk register.
 - Undertaking risk assessments and developing mitigation strategies.
 - Addressing any OHS issues referred to them.

The Return to Work Officer(s) 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.

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).

Our RTW coordinator is the point of contact 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.

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 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

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.

DEFINITIONS

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 Co-ordinator.
Sub-contractor	An organisation or person engaged by a contractor.

PRINCIPLES

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

RELATED POLICIES

<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

Emergency Management Policy

Risk Management Policy

First Aid Policy

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



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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	Date of incident	Time of incident
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Details of deceased / injured person(s)

Name	Male / female	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Postcode	
<input type="text"/>	<input type="text"/>	
Telephone number	Occupation / job title	Employee/contractor/member of public
<input type="text"/>	<input type="text"/>	<input type="text"/>
Work / activity being undertaken at time of incident (identify any plant, substance, equipment involved)		
<input type="text"/>		
Brief description of injuries		
<input type="text"/>		
Person(s) who saw incident or first came to scene		
<input type="text"/>		
Action taken / intended, if any, to prevent recurrence of incident		
<input type="text"/>		

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
<input type="text"/>	<input type="text"/>
Name	
<input type="text"/>	

Optional

WorkSafe ID	Establishment number
<input type="text"/>	<input type="text"/>

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:

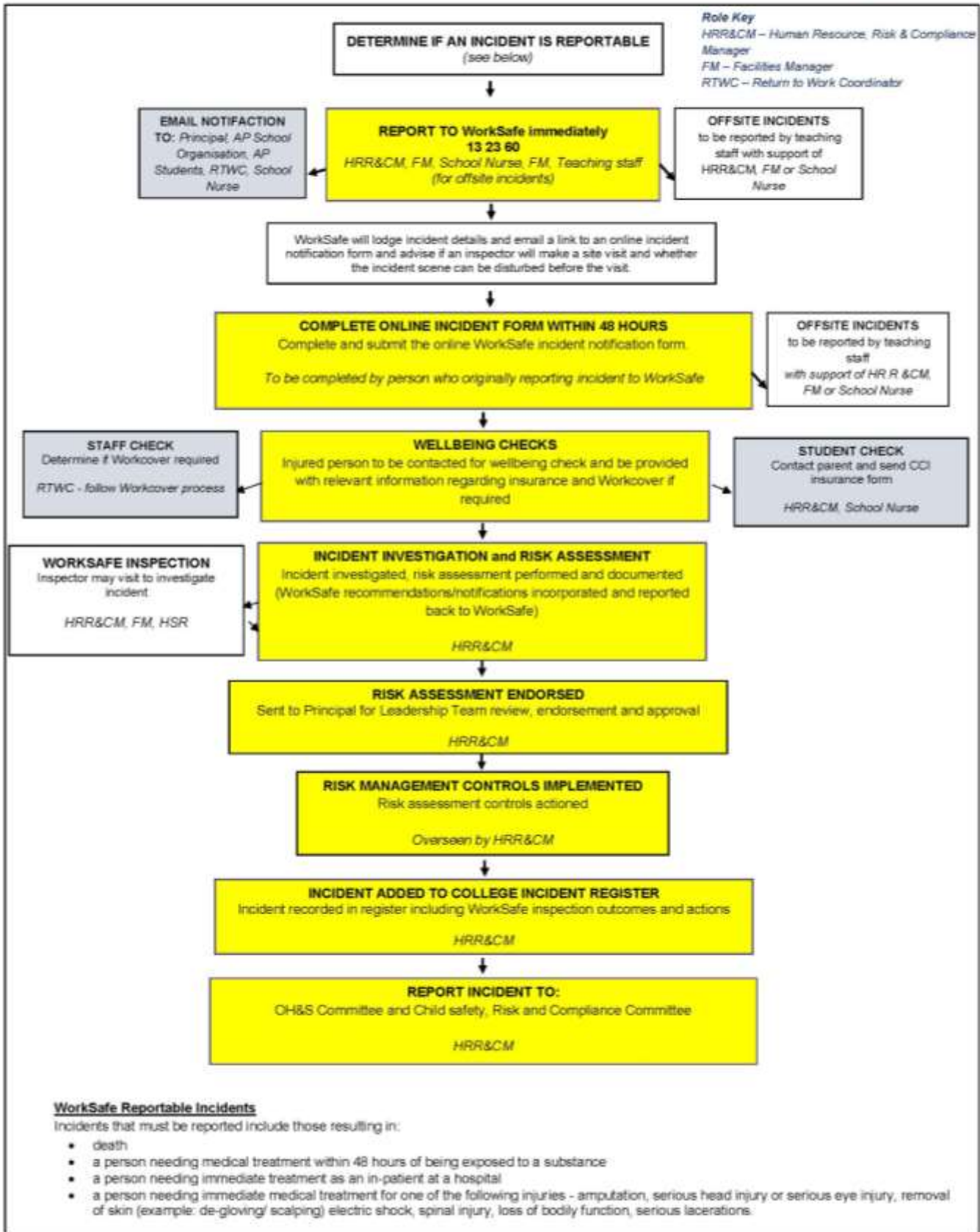
- WorkSafe by calling: 13 23 60; and
- Victoria Police (or Fire Authority) 000
- Publication <https://content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Guide-to-incident-notification-2008-01.pdf>



Salesian College WORKSAFE REPORTING PROCESS



WorkSafe (24/7): 13 23 60



OHS INCIDENT FORM (INJURIES)

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 <small>(attach diagram if helpful)</small>			
Exact location where injury occurred <small>(e.g. building, level, room) <small>(attached photo / diagram if helpful)</small></small>			
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 INCIDENT FORM (CONCERNS)

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	

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

