OH&S POLICIES 2016
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Philosophical Statement

Our Commitment:

To build a Learning Community, based on positive relationships and a strong work ethic, where people are able to realise their potential in a safe, caring, stimulating and sustainable environment.

Our Vision:

At Kyneton Secondary College we work in partnership to own our learning, engaging with the wider community and preparing students for their futures as responsible, successful adults. We strive for excellence, developing confidence and embracing diversity in a respectful, sustainable environment.

Student learning is our core business. Our students are the focus of everything we do, the conversations that we have and the priorities that we identify and undertake.

Our Values:

- **Respect**: Caring, Communication, Compassion, Consideration, Integrity, Self-worth
- **Diversity**: Acceptance, Empathy, Equity, Inclusion, Openness, Safety
- **Sustainability**: Accountability, Perseverance, Pride, Reflection, Resilience, Responsibility
- **Excellence**: Ambition, Courage, Creativity, Enthusiasm, Learning, Success

Our Commitment to Student Safety:

Kyneton Secondary College provides a safe environment for the education of our students. Our absolute commitment to student safety extends to all of our educational activities, including those internal or external to the school environment and those activities that occur during the school day or outside of school hours.

Our vision and values were created in 2016 by a group of our student leaders from all year levels after extensive consultation with our students, staff, parents and wider community.
Asbestos Management Policy

Rationale:
Asbestos is a potentially lethal material often contained in construction materials found in existing school buildings. Due to the potentially hazardous nature of asbestos, it needs to be effectively managed.

Aims:
- To provide a school environment safe from the potentially harmful effects of asbestos.
- That asbestos contained in construction materials in existing buildings is safely managed.

Implementation:
- All state school buildings have been audited for asbestos. This audit is known as a Part 5 Audit and identifies the presence of asbestos or any other hazardous materials.
- The school principal or nominated school asbestos manager can use their EduMail username and password to access their school’s individual Part 5 Asbestos Audit reports at: http://www.eduweb.vic.gov.au/forms/asbestos
- Relocatables moved on site since the school’s Part 5 Audit was completed are also assessed for the presence of asbestos.
- Asbestos classified as a result of the Audit as Category 0 or 1 has been removed from school buildings. Any remaining asbestos in schools (i.e: Categories 2 and 3) represent no danger to students or staff if properly treated during the conduct of works.
- Copies of the Part 5 Audit must be made available to the school’s Occupational Health and Safety officer, interested community members, and consistent with OHS (Asbestos) Regulations the principal must consult with all employees when a building or structure containing asbestos is being demolished or refurbished before any action is taken to assess or control the risk.
- School Council will develop and implement a 4 stage Asbestos Management Plan consistent with the Asbestos Management document produced by BSA for the Department of Education & Training*, including the appointment of an Asbestos Program Manager (Assistant Principal).
- An inspection off all Asbestos on school grounds is completed every 6 months.
- Prior to carrying out any construction or maintenance works, contractors are required to be provided with a copy of the Part 5 Audit related to that part of the building in which work is to be undertaken. If asbestos is present in the areas to be disturbed, the principal will ensure the contractor provides a Part 6 Audit prior to the commencement of work outlining procedures to be implemented while working in that area in accordance with Victorian Occupational Health and Safety Regulations 2007 (Asbestos).
- The Asbestos Management Unit of DTZ Pty Ltd are engaged on behalf of DET to assist schools with asbestos management issues (ph: 1300 133 468).

* Department of Education and Training
Blood Spills Policy

**Rationale:**
Standard hygiene precautions and the correct management of blood spills and other body fluids minimise the risks of transmission of infectious diseases including bacterial and viral infections.

**Aims:**
To provide a school environment that uses safe practices in response to blood spills and other body fluids.

**Implementation:**
- Key staff at our school will be trained in standard infection control procedures and first aid.
- Charts displaying standard infection controls will be prominently displayed in appropriate places around the school.
- The school will provide adequate first aid equipment including protective barriers such as disposable gloves, antiseptics, and disposable Expired Air Resuscitation face masks.
- The school will provide an adequate first aid room with warm water, pump action antiseptic soap, disinfectant, detergents, disposable wet wipes, heavy duty rubber gloves, disposable latex gloves and paper towel, plastic sealable garbage bags and sharps dispensers.
- All blood or body fluid spills will be attended to by a staff member immediately.
- All children who are bleeding must be treated in the first aid room, unless impractical to do so.
- The ‘blood rule’ in sports and recess/lunch times will be adhered to (i.e. Leave the field for treatment).
- All blood or body fluid spills to be completely cleaned according to standard infection control procedures, including the sealing of all disposable materials into a plastic sealable garbage bags for disposal, thorough washing of all instruments in a disinfectant solution, thorough wiping down of all contaminated surfaces with warm water and detergent, and steam cleaning of areas such as carpets as necessary.
- All wounds will be treated, dressed and covered as appropriate.
- Children will not be allowed to remain in, or return to normal school activities with exposed blood or body fluids.
- The school will, where appropriate, provide children with alternative clothing should their garments be infected with blood or body fluids.
- For other than minor injuries, all parents will be made aware if their child has been treated in the first aid room, or if their child has been involved with another bleeding child.
Equal Opportunity & Anti-Harassment Policy

Rationale:
The Victorian Equal Opportunity Act (2010) makes it unlawful to discriminate or harass directly and indirectly against a person on the basis of the following attributes: age, disability, industrial activity, lawful sexual activity, sexual orientation, gender identity, marital, parental or carer status, physical features, political beliefs or activity, pregnancy, race, religious belief or activity, sex, personal association (with a person who is identified by reference to any of the above attributes) or breastfeeding.

Aims:
To provide a working environment that does not tolerate discrimination or harassment and to provide equal opportunity for all.

Implementation:
- Our College respects diversity and provides equal opportunity for all
- A staff member will be appointed as the Equal Opportunity representative at our school, and will be provided with professional development appropriate to the role
- Over time, all staff will be Merit trained
- The school’s position as an Equal Opportunity employer and workplace will be communicated to the wider community via the newsletter
- The school’s policies and practices will be regularly reviewed to ensure consistency with the Victorian Equal Opportunity Act (2010)
- All staff members will be provided with a copy of this policy, and will be reminded of their rights and responsibilities in relation to the Victorian Equal Opportunity Act (2010)
- The Racial and Religious Tolerance Act 2001 prohibits amongst other things, practices such as racist graffiti, speeches or posters in public places, engaging in racist or religious vilification in public places, or making offensive racist comments in publications including the internet or email
- Any complaints can be lodged with the Equal Opportunity representative, Principal, Regional Director, Merit Protection Boards, or Equal Opportunity & Human Rights Commission
- All complaints will be investigated promptly, confidentially, and with impartiality. All complaints will be managed in a manner consistent with DET’s ‘Local Complaints Resolution Procedures’ handbook
- The School Council President will be informed of all Equal Opportunity concerns, on a confidential basis
Staff Health & Wellbeing Policy

Rationale:
Staff health & wellbeing is a significant factor in overall school performance. A happy and healthy school staff with high morale is more likely to seek out new challenges, more likely to provide a positive learning environment for students and each other, and more likely to enjoy their time at school.

Aims:
- Whilst we acknowledge morale is up to the individual the objective of this policy is to provide a climate in which the health & well-being of staff is considered as a high priority.
- To implement the college vision particularly as it relates to the creation of a safe and caring environment.

Implementation:
- A Staff Well-being Coordinator will be appointed who will proactively implement strategies to build staff capacity, health and wellbeing.
- The Well-being Coordinator will facilitate a range of social, health and well-being activities and opportunities for all staff.
- The Wellbeing Coordinator will work in conjunction with the Leadership Team, OH & S Manager, P & D Culture Manager, other school Welfare staff and the staff generally in building capacity and creating a positive and healthy work environment.
- The school in its quest to build and maintain high staff morale, will not compromise the quality or range of programs it offers to students.
- We will seek and expect positive solutions to difficult or disappointing situations.
- School organisation and communication processes will ensure all staff have access to clear and open channels of communication.
- All staff will be provided with personal professional development opportunities consistent with the college Strategic Plan and their P & D goals.
- All staff will have clearly defined roles, role descriptions, professional expectations and feedback mechanisms.
- One measure of staff morale will be the departmental Staff Opinion Survey. The results will be analysed, discussed at relevant forums and appropriate recommendations implemented where practical.

This policy should be read in conjunction with the OH & S; Anti-bullying; EO & Anti-harassment & Induction policies. Departmental procedures regarding the management of complaints, unsatisfactory performance and misconduct will be observed.
Rationale:
Kyneton Secondary College recognises it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site. School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OHS issues will be encouraged. This policy is consistent with:
(a) The DET Mission Statement that schools provide a safe and appropriate teaching and learning environment for both staff and students and
(b) The school’s legal obligations under the Victorian OHS Act 2004 and Common Law duty of care.

Aims:
- To comply with OHS related legislation and DET directives or guidelines relating to health and safety.
- To set and measure OHS performance against identified targets.
- To minimize the occurrence of injury and illness in the school through systematic hazard identification, risk assessment and control.
- To investigate accidents (including serious near misses) with a view to preventing recurrence.
- To maintain written records on all OHS activities undertaken.
- To implement staff health and wellbeing strategies.
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

Adequate resources will be provided to support this Policy.

Implementation:
1. The role of OHS Manager will be allocated to a full time staff member.
2. Relevant OHS responsibilities will be included in all job descriptions and responsibilities will be publicised at least annually.
3. Staff will be encouraged to elect staff Health and Safety Representatives (HSR).
4. The elected HSR(s) will be provided with training and practical support to fulfill his/her role effectively (as stipulated in the OHS Act) and will be consulted on changes in the school which may affect staff health, safety or wellbeing.
5. OHS Issue Resolution Procedures will be developed in consultation with staff or their representatives and these will be documented and publicized in accordance with the OHS (Issue Resolution) Regulations 1999.
6. OHS considerations will be integrated into the financial and human resources practices of the school for example:
   - Purchasing guidelines.
   - Facilities design, upgrades and maintenance.
   - Contractor management.
   - Staff welfare.
   - Professional development and induction procedures.
   - Staff allotment and timetabling.
   - Curriculum design.
   - Workplace Risk Register.

7. Risk reduction aims to reduce both the frequency and severity of injury and illness arising from school activities through the implementation of:
   - Regular evaluation of compliance with relevant OHS Regulations and DE&T directives.
   - Formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.
   - Reporting and documenting of all injuries and incidents, including near misses.
   - Investigation of accidents and recording of outcomes.
   - Periodic analysis of records to identify incident patterns.
   - Scheduled and documented preventative maintenance programs for plant and equipment.
   - Provision of appropriate first aid facilities and trained personnel.
   - Emergency management procedures which are documented, publicized and practiced.
   - Staff support programs

8. A Return to Work Coordinator (RTW) will be nominated and given appropriate training. RTW policy and procedures will be developed, documented and publicised.

9. An OH&S board will be maintained in the main Staff Room.

10. The OH&S Committee will meet as required but at least quarterly.

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

Employers’ direct duties under the OHS Act also include:
- Providing and maintaining safe plant and systems of work.
- Making arrangements for the safe use, handling, storage and transport of plant and substances.
- Maintaining the workplace in a safe and healthy condition.
- Providing adequate facilities for staff welfare.
- Providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.
Responsibility for Occupational Health and Safety has been assigned to the OHS Manager.
(The Principal is the OHS management representative by default, however, a management team member with appropriate seniority may be nominated by the Principal to act as the employer’s OHS representative in an operational capacity (ie. OHS Manager) but the overall responsibility cannot be delegated. The nominated OHS Manager may not also act in the role of elected staff Health and Safety Representative (HSR).

Budget Co-ordinators and/or Domain Co-ordinators are responsible for the health and safety performance of their team. This responsibility extends to:
- Maintaining the workplace in a safe condition and reporting any hazards identified.
- Actively promoting and implementing agreed OHS procedures.
- Identifying OHS training needs of both individual staff and the team as a whole.

All staff have a responsibility to:
- Take reasonable care of their own health and safety and the health and safety of others affected by their acts or omissions.
- Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures.
- Follow established safe working procedures and contribute to risk assessment and safe work procedure compilation, promulgation and review.
- In the event of observing a health and safety issue take appropriate action.

Evaluation:
Effectiveness of implementation of the policy will be monitored informally on an ongoing basis and evaluated formally at least once a year.

OHS targets will be set and performance against these targets will be measured. (targets could be based on the above implementation plan and/or reduction in claims or number of incidents)

OHS initiatives and performance will be included in the Annual Report. This information is provided as a service without assuming a duty of care. It is general information only and should not be relied upon as a substitute for professional or legal advice.

Kyneton Secondary College is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.
Manual Handling Policy

**Rationale:**
This Policy applies to all school staff, students, visitors, contractors, and volunteers - especially on working bees. It also applies to all activities both on and off school property, including school camps, excursions, and any other programmed activity outside the school grounds.

The Principal will co-ordinate the plan for managing manual handling in the school, and will ensure that resources are provided to meet OHS commitments.

**Aim:**
Our aim is to promote and maintain the health and wellbeing of staff, students and visitors, and to minimise the risks of manual handling injuries by implementing a systematic approach based on a Risk Management Model (see attached Model review dated May 2007) as follows:-

**Implementation:**

**Definitions:**

Manual Handling is defined under the Occupational Health and Safety (Manual Handling) Regulations 1999 thus. Any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move or restrain any animate or inanimate object. Also actions involving repetition and sustained awkward posture.

Hazardous Manual Handling means when actions described above cause or have the potential to cause a Musculoskeletal Disorder (MSD) as a result of the following characteristics:

- Repetitive or sustained application of force;
- Repetitive or sustained awkward posture;
- Repetitive or sustained movement;
- Application of high force;
- Exposure to sustained vibration.
- Handling live persons or animals.
- Handling unstable or unbalanced loads, or loads which are difficult to grasp or hold.

**Procedures:**
Following is a procedure to enable the school to fulfil its obligations as stated in the Manual Handling Policy and also comply with the requirements of the OHS (Manual Handling) Regulations 1999. The Health and Safety Representative (HSR) should be consulted about the identification, risk assessment and control of risks.
For this process consult the Code of Practice for Manual Handling
code-of-practice-no-25-2000 and/or the Compliance Guidelines for Schools – Manual Handling
http://www.education.vic.gov.au/school/principals/spag/Pages/azindexh.aspx. See also the DE&T
publication Manual Handling Solutions for sample risk assessments (sent to schools Sept 2003).

1) Where possible, manual handling risks should be considered and designed out prior to any
building upgrade, new activities and/or the purchase of all goods to be used at the school.

2) Undertake a process to identify all manual handling hazards in the school. The process should
involve all school staff.
   a) Look at injury records to see in which areas, and on which tasks injuries are occurring
   b) Consult with employees at a special staff meeting/brain storming session about tasks
      which they carry out
   c) Formal observation of work practices
   d) In schools, manual handling risks include:
      • Moving furniture,
      • Carrying computers/televisions
      • Pushing a trolley
      • Lifting a ladder
      • Restraining a frightened child
      • Typing school reports using a notebook computer in an awkward posture
      • Stretching to reach a high shelf
      • Separating fighting students
      • Lifting high jump mats and other PE equipment
      • Standing on a table and/or chair to pin up students’ work
      • Bending to a bottom shelf to reach a carton
      • Carrying large slabs of soft drink
      • Lifting 25 litre containers of cleaning chemicals with one hand
      • Moving rocks, digging etc at a gardening bee
      • Bending over for extended periods to be at the same height as students
      • In special settings, lifting, changing, supporting and catching (dropping) children
      • Poor workstation layout or design

3) The risk assessment team should then undertake a risk assessment on tasks identified as having
a hazardous manual handling component. The purpose of assessing the risk is to firstly establish
if there is risk involved in a task and secondly to determine the level of risk: high medium or
low.

The risk assessment must take into account the following factors:
   • The force to be applied by the employee.
   • The actions and movements involved (eg reaching up, forward reaching, unbalanced or
     uneven lifting or carrying, awkward grip).
   • The range of weights handled.
   • The duration and frequency of the manual handling.
   • The time, and distance, over which an object is handled.
   • The availability of mechanical aids.
   • The layout and condition of the workplace environment (eg height of workbenches,
     restricted access, confined space, hot/cold, poorly lit, floor surfaces slippery or uneven).
   • The work organisation (eg availability of people, flow of materials, lack of time ).
• The postural requirements imposed by manual handling (e.g. bending, twisting, stretching).
• The analysis of injury statistics relevant to manual handling.
• The age of the person carrying out the manual handling.
• The skill and experience of the person.
• The nature of the object being handled (e.g. size, shape, structure and material, animate or inanimate).
• Any other factors considered relevant by the employer, the employees or the HSR.

Need to consider the risks to staff returning from leave, teaching a new subject/in a new environment etc.

4) Once the risk assessments have been conducted controls should be developed by the risk assessment team starting with the tasks rated as high risk.

When developing controls the risk control hierarchy is as follows:

• redesign to eliminate or reduce the risk as a first step;
• change the workplace, systems of work and/or the object;
• provide mechanical aids to reduce the risk and training in their use;
• training and education appropriate to the task.

For some manual handling tasks a combination of the risk control methods for reducing risk may be appropriate, however information, training or instruction should never be the sole or primary means of controlling the risk.

5) Once the control measures are in place, they must be monitored to make sure they
• are being used correctly
• are not increasing the risk of injury
• do help to reduce the manual handling risk and do not need further improvement.

Responsibility:
• The Principal to nominate a management team member to manage the manual handling risk assessment process and set up a small risk assessment team. The staff Health and Safety Representative (HSR) will be consulted during this and the following process.
• Identify the hazardous manual handling tasks.
• Assess the risks
• Control the risks
• Monitor the controls
• Timelines will be developed for completion of the risk assessment process and reports provided to staff and school council on progress. These are implemented and reviewed by the OHS Committee.
• A system will be developed to ensure that any new manual handling hazards are identified, assessed and controlled as they occur.

Person responsible for managing the risk assessment process: OH&S Coordinator
Members of risk assessment team: OH&S Committee
Evaluation and performance will be included in the Annual Report. This information is provided as a service without assuming a duty of care. It is general information only and should not be relied upon as a substitute for professional or legal advice.

Kyneton Secondary College is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

References:

Physical Environment Policy

Rationale:
Kyneton Secondary College has the potential to produce large amounts of solid waste. Our College aims to reduce this waste and develop an environmentally conscious school culture. The strategies to reduce, reuse, recycle will be part of the daily life and philosophy of the College.

Aims:
- To reduce the amount of waste produced and to develop strategies of reduce, reuse, recycle methods
- To encourage environmentally conscious philosophy and culture in our College
- To provide and develop a whole College approach to implementing the waste minimisation strategies
- To become an attractive and healthier environment

Implementation:
- The main focus will be to recycle cans, glass, plastics, paper, newspapers, telephone books, photocopier cartridges, printer and fax cartridges and to compost garden waste. Energy costs will be reduced by switching off lights, heaters, turn down hot water services when not in use.
- Environmental awareness to be included in all areas of the school curriculum
- Students will be engaged in tree planting and rejuvenation projects within the College grounds and in the surrounding community
- A system of rewards and recognition will be presented to students for demonstrating environmental achievements
- Recycling bins will be provided throughout the College
- Activities and programs will occur regularly to promote awareness of environmental issues. These events will become a calendar item each term, such as garbage free lunches, National tree planting day
- The College will purchase recycled products where possible to reduce waste
- The College will register with Resource Smart AuSSI Vic and adopt a plan and foster change to achieve agreed objectives
- Financial benefits generated through recycling programs will fund environmental projects
- An Environment Committee known as the Green Team will convene and liaise with the Building and Grounds sub- Committee of School Council and the parent gardening and cleaning groups.
- Regular notices on the daily bulletin and newsletter will be posted to inform students, staff and parents of current activities
- **Staff should model behaviours that demonstrate the spirit of this policy**
Traffic Management Policy

Rationale:
The movement of pedestrians and vehicles on the School site is an ongoing feature of the workplace. There may also be the requirement from time to time to determine how large delivery trucks, garbage collection or taxi vans for students with disabilities may come and go at the School Site. Some classes may require students to cross over a road to move between Department venues.

Aims:

Pick up and drop off points for students (e.g. private vehicles, buses etc.)
The following safety features are in place to ensure that the picking up or dropping off of students is undertaken in a safe manner:

- Designated pick up and drop off areas for students are located at:
  The front of the College in Epping Street, Kyneton
- Pick up and drop off areas for students are clearly marked by:
  Signage
- Designated pedestrian crossings are Supervised and displayed in Epping Street
- Traffic/crossing controllers utilise the following safety aids and personal protective equipment (PPE):
  “lollipop” sign
  Crossing flags
  High visibility jacket
- Pedestrian walkways are clearly marked
- Speed restriction signage is clearly displayed at the entrance of the College bus/car park areas on Epping, Ferguson and Victoria Streets

Courier and/or delivery drop off points

The following safety features are in place to ensure that deliveries of various items to College are undertaken in a safe manner:

- Designated courier and/or delivery drop off points out the front of school
- Back of Canteen
- Worksite speed limits are set at (5 km/hr) with clearly displayed signage installed
Safe passage of vehicles at Kyneton Secondary College (large vehicles, buses, 4WD, mobile plant etc)

The following safety arrangements and features are in place when large vehicles or mobile plant such as tractors, fork lifts or ride on mowers are required to move around the College grounds:

- Vehicles are not allowed to move around the School Site during recess and lunch time
- College speed limits are set at (5 km/hr) with clearly displayed signage
  Roadways are of sufficient width to allow for cars going in both directions to pass each other safely

Parking arrangements

The following safety arrangements and features are in place to minimise the risks associated with vehicle parking:

- There are car parks available for employees, visitors and for people with disabilities
- Car parking areas are clearly designated with marked parking bays and signage displayed
- Signage identifying the whereabouts of the Office/Reception is clearly visible from the car park

Special Events (e.g. Fetes, Sporting Events etc)

Traffic control requirements for special events may vary. Specific control measures will need to be determined through a risk assessment process taking into consideration from previous special events. The following broad safety arrangements and features are in place to minimise the risks associated with special events in conjunction with previously documented control measures:

- Appropriate numbers of traffic controllers will be in place for all special events to restrict/direct traffic to and from the College
- Additional car parking areas are clearly designated with marked parking bays and signage displayed
- Signage is clearly marked on the school site map
DET OH&S Policy

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

DET Occupational Health and Safety (OHS) Commitment and Principles:
DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

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

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

Policy Objectives:
DET is committed to:

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

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with DET on OHS matters including following DET procedures and participating in consultation and training

Gill Callister
Secretary

5/5/2015
DET OH&S Consultation and Communication Policy

Scope:
This policy applies to all employees, students, visitors, volunteers and contractors in the Department of Education and Training (DET). This policy builds on Part 4 of the Victorian Occupational Health and Safety (OHS) Act 2004 which outlines the legal duties of employers to consult.

DET OHS Commitment and Principles:
DET is committed to providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.

Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

Policy Objectives:
DET is committed to:

- consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
  - identification of workplace hazards
  - assessment of the risks associated with workplace activities and hazards
  - decisions made to eliminate or control workplace risks
  - review of workplace risk assessments
  - introduction of, or alteration to, procedures for monitoring workplace risks
  - decisions made in relation the adequacy of workplace facilities
  - proposed changes to the work premises, systems of work, plant or substances used at the workplace
  - decisions about changes in job role
  - decisions about consultation procedures, and any legislative requirements.

- providing access to specialist health and safety advice and services to DET employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.
DET employees, visitors, volunteers and contractors are required to:

- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangement

Gill Callister
Secretary
5/5/2015