



Moe (South Street) Primary School

'Be SAFE Be RESPECTFUL Be a LEARNER'



Occupational Health and Safety Policy

1. 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 are integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to   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.

2. Policy Statement

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
- providing 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 (See Appendix 1)
- 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.

3. 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.

Occupational Health and Safety 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 arrangements.



Gill Callister
Secretary

5/5/2015

Appendix 1:

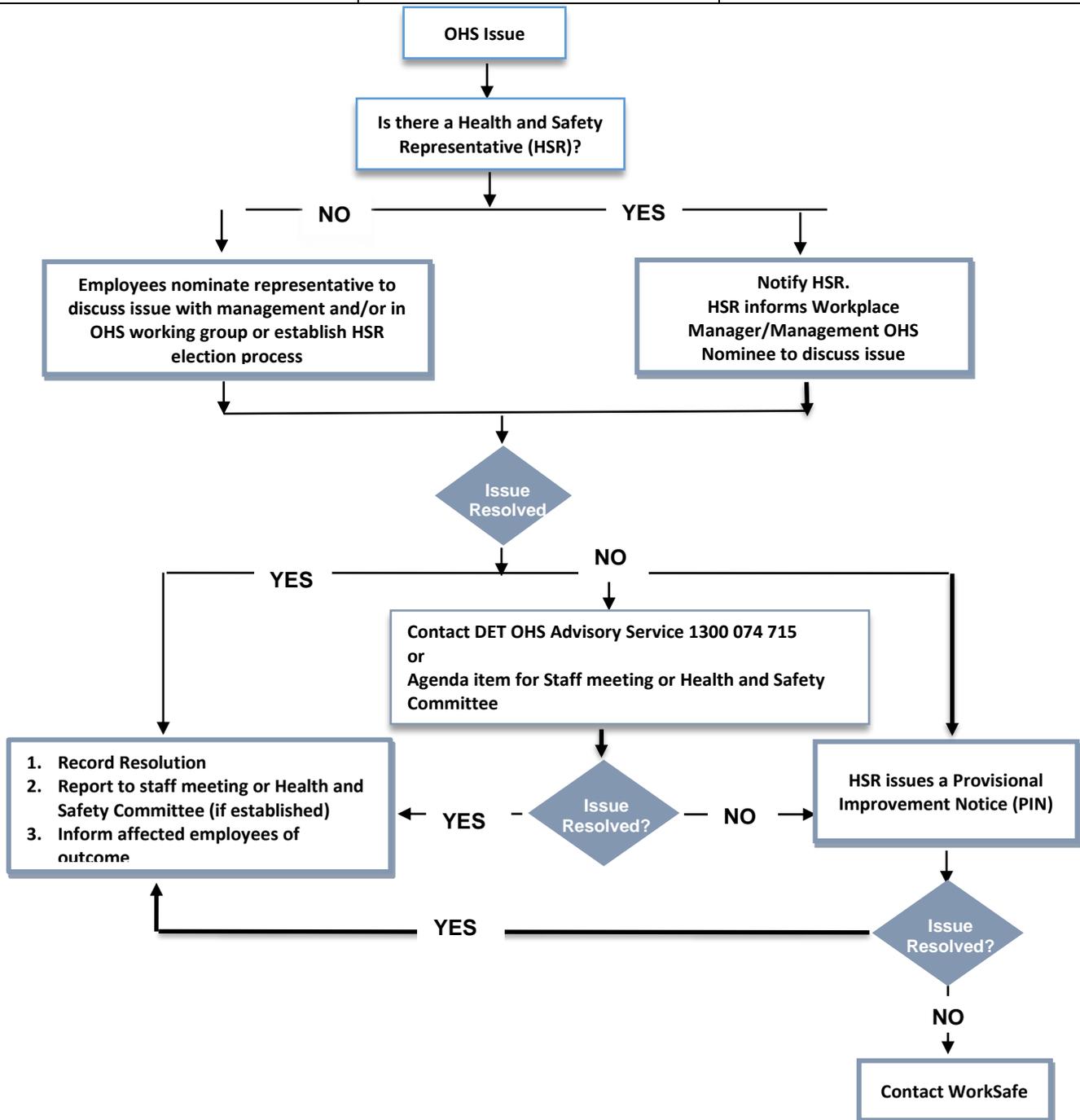
OHS Issue Resolution Flowchart

The following flowchart is to be utilised for the resolution of workplace occupational health and safety (OHS) issues providing an agreed process does not already exist.

This flowchart or the agreed process must be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board. Any interested party may seek the assistance of any relevant employee or employer representative organisation at any stage of this process.

Please Note: This document should be printed in A3 format.

Workplace Manager	Management OHS Nominee	Health and Safety Representative
Name:	Name:	Name:
Phone:	Phone:	Phone:



Appendix 2:

OHS Consultation and Communication Procedure

Purpose

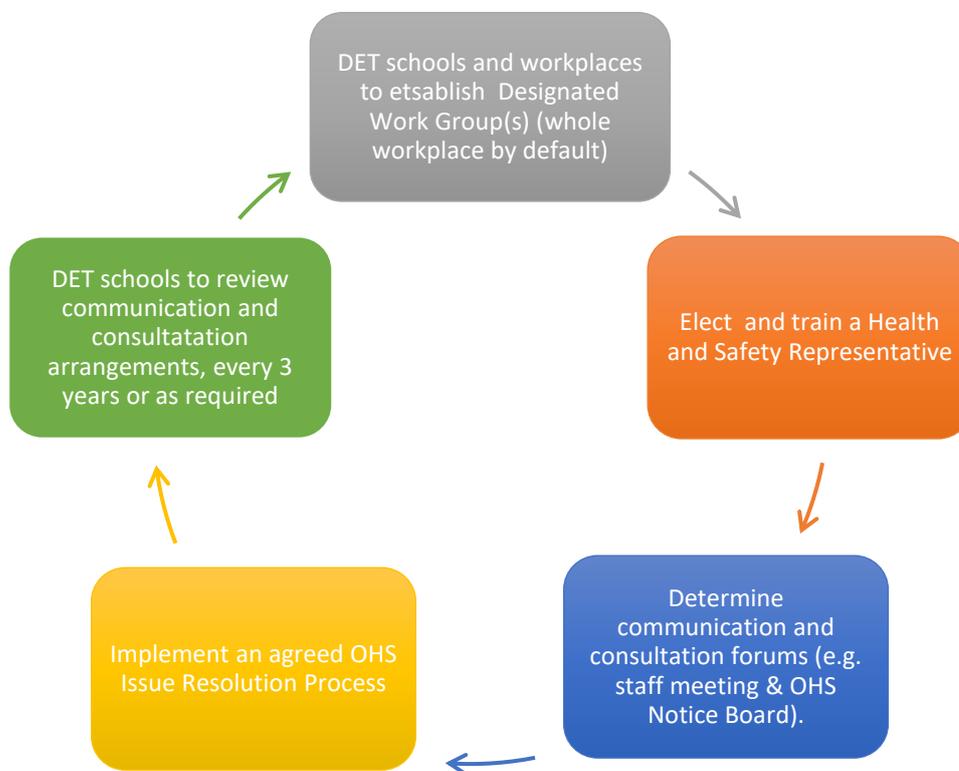
The purpose of this procedure is to outline the consultative and communication arrangements across all Department of Education and Training (DET) workplaces.

Scope

This procedure applies to all DET workplaces including schools and central and regional offices.

Procedure

All DET workplaces must have effective systems in place to ensure that all employees (including Health and Safety Representatives) are consulted and communicated with when OHS decisions are made.



Consultation and Communication Arrangements

Consultative Arrangements

Consultation is a legal requirement under the OHS Act 2004. Effective and timely consultation with employees is important to engaging employees in maintaining and improving safe and healthy workplaces.

The Workplace Manager and/or Management OHS Nominee must establish consultative arrangements with Health and Safety Representatives (HSR) and employees when making any decision or change in relation to OHS in the workplace, these include:

- identification and assessment of workplace hazards or risks
- decisions made on measures taken to eliminate or control workplace risks

- review of workplace risk assessments
- decisions made about the adequacy of workplace facilities
- changes to procedures for monitoring workplace risks
- 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.

Where the information required to be disclosed is confidential (e.g. medical reports, personal records etc.) the **Workplace Manager** and/or **Management OHS Nominee** should seek legal assistance before deciding to disclose the information.

DET will consult and communicate with internal and external stakeholders on matters affecting state-wide health and safety as determined by Part 4 of the OHS Act 2004 and in accordance with the main objectives of DET [OHS Consultation and Communication Policy](#).

Communication Requirements

The **Workplace Manager** and/or **Management OHS Nominee** must communicate the following information to employees:

- existing OHS practices and systems
- changes to current OHS practices and systems
- outcomes of workplace inspections

This would include communicating specific elements of the OHSMS including:

- the workplace risk profile ([OHS Risk Register](#))
- DET OHS Policy and Communication and Consultation Policy
- completed Risk Assessments and Safe Work Procedures (SWP)
- Material Safety Data Sheets (MSDS) for chemicals
- emergency processes e.g. evacuation plan, incident controller details, etc.

Implementing Communication and Consultation Processes

Establishment of Designated Work Groups

A designated work group (DWG) is a group of employees in the workplace who share similar workplace health and safety concerns and conditions.

In Victorian Government schools a DWG is defined as the whole workplace as a default.

However, based on the specifics of the workplace (e.g. in a multi-campus secondary school), the DWG structure may be altered to suit that environment (e.g. one DWG for each campus).

If requested to do so by an employee, the **Workplace Manager** must initiate a consultation process to determine if alterations are required to the default DWG structure. This process must commence within 14 days of the request.

The number of DWGs is to be determined by negotiation and must consider:

- the number of employees at the workplace
- the nature of work performed
- the number and grouping of employees who perform the same or similar role
- the areas at the workplace where each type of work is performed

- the nature of hazards and level of risk at the workplace.

Health and Safety Representatives

A Health and Safety Representative (HSR) is an employee who has been elected by the members of their Designated Work Group (DWG) to represent them, providing a way for their views and concerns about health and safety to be heard by their employer.

If a workplace has an elected HSR, the **Workplace Manager** and/or **Management OHS Nominee** must consult with the HSR by:

- providing the HSR with all the OHS information about the matter that the employer is or intending to provide employees
- providing the information to the HSR in a reasonable timeframe, where practicable before distributing to all employees
- meeting with the HSR if an invitation to meet is accepted or if a meeting is requested by the HSR
- inviting the HSR to meet to consult about the OHS matter
- giving the HSR a reasonable opportunity to express their views about the matter
- taking into account the HSR views about the matter.

Please refer to [Health and Safety Representative Guide](#) for further details about HSRs including:

- electing a HSR
- HSR powers and responsibilities
- HSR training requirements
- Provisional Improvement Notices.

Determining Appropriate Communication Forums

The **Workplace Manager** and/or **Management OHS Nominee**, in consultation with employees, must determine which communication strategies are most appropriate for their workplace.

As a minimum, the workplace must establish:

- An employee forum, or forums, (e.g. staff meeting) where OHS is discussed as a standing agenda item. This forum/s is to occur at least once a month.
- An OHS Notice Board that contains the 11 mandatory items (as per the [OHS Notice Board Guide](#)).

Additional communication strategies could include:

OHS Committee	An OHS committee is formal structure where employers and employees that discuss and make decisions on OHS matters. Refer the OHS Committee Guide .
OHS Working Group	An OHS Working Group is a less formal meeting of employee and management representatives that discusses and makes decisions on OHS matters. The meeting can occur either on a scheduled basis or as required.
Email update	An email to all employees that contains OHS information. This system can be sent on scheduled basis or as required.
Newsletter	A printed or electronic newsletter available to all employees that contains OHS information. This system can be sent on scheduled basis or as required.
Intranet	A dedicated OHS section of an intranet. This section could contain OHS updates, documents and calendars and links to DET OHSMS.

OHS Issue Resolution

The **Workplace Manager** and/or **Management OHS Nominee** are to implement an agreed OHS issue resolution process. The [OHS Issue Resolution Flowchart](#) must be used if an agreed process does not exist. The agreed process or [OHS Issue Resolution Flowchart](#) is to be communicated to all employees and displayed prominently in the workplace.

Defined Terms

All terms defined by the DET are hyperlinked to the [DET Defined Health, Safety Terms](#) Website. Defined roles will appear in **bold**.

Related Legislation

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Checklist

Tasks/Actions	Completed ✓
Are there established DWG(s)?	
Is there an elected and trained a Health and Safety Representative?	
Has OHS been added as a standing agenda in staff meetings?	
Has the workplaces decided an OHS Committee is required? If yes, is an OHS Committee Charter been agreed to and signed?	
Is there an agreed to OHS Issue Resolution Process>	
Have you established an OHS Notice Board with all 11 mandatory items displayed?	

Related Documentation:

OHS Consultation and Communication Policy

OHS Committee Guide

OHS Activities Calendar

OHS Issue Resolution Flowchart

OHS Notice Board Guide

OHS Risk Register

Version Control

Version	Section Amended	Amendment	Date Created	Author
2	6.7	Inclusion of EAP information and Risk Management and Occupational Rehabilitation Program statement to be displayed on OHS Notice Boards.	November 2009	EHU
3	All	Minor word changes and inclusion of references to OHS Committee Charter and DEECD "Returning to Work Following a Workplace Injury" Poster.	February 2010	EHU
4	All	Two yearly review as per OHSMS requirements.	April 2011	EHU
5	All	Two yearly review as per OHSMS requirements. Change of heading to reflect requirements in AS/NZS: 4801: 2001	March 2013	ESWB

6	All	<p>Two yearly review as per OHSMS requirements. Changed references to DEECD to DET. Removal of definitions section Removal of responsibilities' section to incorporate information to general section Addition to related legislation Addition of process chart Removal of section 6.8 Safety Signage.</p>	April 2015	ESWB
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4. COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website <http://www.moe-southst-ps.vic.edu.au/>
- Available through the Parent Portal on Sentral
- Annual reference in school newsletter
- Discussed at parent information sessions
- Discussed at staff briefings/meetings as required
- Reminders in our school newsletter
- Hard copy available from office upon request

5. Evaluation and review

This policy will be reviewed according to the School Council Calendar Policy Review

6. Definitions

Nil

7. References

Further information can be obtained on the following website:

<https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?Clid=63>

8. School Council Ratification

This policy was ratified by School Council on 10/5/2022