

Lalor Secondary College
118 David Street Lalor 3075
PO Box 1015 Lalor 3075
Telephone 9463 7300
Facsimile 9465 3865
Email: lalor.sc@edumail.vic.gov.au



LALOR SECONDARY COLLEGE

OH&S Policy

2018 - 2020

AIM

To implement DET OH&S procedures, promote health safety and well-being and prevent work place injuries and illness.

RATIONALE

Lalor Secondary College is committed to providing school staff, students, contractors and visitors with a healthy and safe environment.

GUIDING PRINCIPLES

Lalor Secondary College is committed to:

- preventing injury and illness occurring on campus and in all school related activities including camps and excursions
- consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through a committee consisting of elected OH&S representatives
- Scheduling OH&S committee meetings twice per term
- achieving continuous improvement through the introduction of best practice OH&S initiatives and the monitoring and reviewing of existing safety management systems
- complying with all relevant health and safety legislation including a commitment to the early and safe return to work of injured staff
- allocating adequate resources to maintain a healthy, safe and supportive workplace

Lalor Secondary College will meet its commitment to Health & Safety by:

- providing appropriate information and training for the leadership team and OH&S representatives (including all Principal class members) and employees to enable them to perform their OH&S roles and responsibilities
- consistently applying DET OH&S procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards
- reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence
- reducing health, safety and wellbeing risks through a documented process of hazard identification, and reviewing and improving health, safety and wellbeing management systems
- provision of a comprehensive range of strategies and programs available to staff to support their health, safety and wellbeing and the return to work of ill or injured staff, ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy

Roles and Responsibilities

Health and safety at Lalor Secondary College is everyone's responsibility.

The OH&S committee is made up of the Principal, the Assistant Principal in charge of Operations, the maintenance staff, one teacher representative, one ES representative and the First Aid officer.

Contact details of the OH&S committee can be found on the OH&S board in the 300's staffroom.

The Principal and College Council

- As employers, the Principal and College Council have the direct responsibility for ensuring the policy objectives are fulfilled. The Principal is the OH&S management representative by default. However, a management team member with appropriate seniority may be nominated by the Principal to act as the OH&S representative in an operational capacity but the overall responsibility cannot be delegated under the OH&S Act. The nominated OH&S management representative may not also act in the role of elected staff Health and Safety Representatives
- Has the overall responsibility for making sure that the workplace is safe, and that health and safety of the Lalor Secondary College staff, students and visitors as far as practicable are not put at risk
- Establishing an OH&S committee to oversee the implementation and monitoring of OH&S policy and development and maintenance of an Occupational Health and Safety Calendar
- Informing staff of OH&S practices via induction and updates through OH&S representatives and relevant leaders
- Ensure the necessary resources are provided to achieve effective implementation

Lalor Secondary College employees, visitors, volunteers and contractors are required to:

- observe DET practices related to OH&S
- report hazards and incidents. All details of any hazards should be entered in the 'Works to be done' book in the General Office. Staff are reminded that it is the individual's responsibility to report any damage. Staff should not presume someone else has reported the damage
If the damage is a potential OH&S issue it must be reported immediately to the Principal, the Assistant Principal in charge of Operations or the Facilities Manager so that the matter can be addressed as soon as possible. Again, it is every staff member's responsibility to ensure that reports are made in a timely manner to avoid accidents/injury or further damage
- Cleaning Hazards: Any areas that have not been cleaned appropriately must be reported in writing in the cleaner's communication book, located at the General Office. Should the area of concern cause risk or be a potential hazard, it must be reported immediately to Principal, the Assistant Principal in charge of Operations or the Facilities Manager
- take reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including students and not put other people at risk
- participate in training arranged to support OH&S including briefings on bullying and harassment policies, manual handling etc.
- consult and cooperate with the leadership team or OH&S Representatives on safety related matters
- asking for clarification, help or instructions if you're not sure how to perform any task safely
- follow safety instructions and observe the wearing of personal protective clothing and equipment as required
- engage in any return to work plan developed for injured staff

You could put yourself and other people at risk by

- *acting in an unsafe manner*
- *not following agreed work practices*
- *not acting to report a situation which could result in someone getting hurt*
- *not completing your online training as required by DET*

Reporting Injuries

Staff Injuries: should an injury occur while at work, it is the responsibility of the respective staff member to make an injury report on the DET's website – a link to this website can be found through Compass. This report will be sent to the OH&S coordinator – the Principal by email and will be shared with the OH&S committee.

Student Injuries: should a student be injured during the course of the school day, the witnessing teacher or the teacher to whom the injury was reported must complete a 'Reporting an Accident' form which can be found in the filing cabinet in the 300's staffroom. Staff must complete this form on the day the incident occurs and submit it to the general office.

Please note that should any of the above injuries be caused by a potential OH&S issue, this must be reported immediately to either the Principal, the Assistant Principal in charge of Operations or the Facilities Manager so that the matter can be addressed as soon as possible.

OH&S Resolution.

Each staffroom has a flow chart that details resolution of OH&S issues. Please take note of this when determining a course of action. The OH&S notice board is located in the 300's staffroom and should be reviewed regularly by all staff. This notice board includes the OH&S Activities Calendar and the OH&S Resolution Flowchart.

Related Documents.

- Victorian Schools Reference Guide: Health and Safety Section 7.27
- Victorian Occupational Health and Safety Act 1985
- Victorian Dangerous Goods Act 1985
- Victorian Workplace Relations Act 1996 and Amendment Act 2005
- Industry Awards and Agreements Victorian Government Agreement 2008 and Victorian School Services Officers Agreement 2004
- DET OHS Policy: <http://www.education.vic.gov.au/hr/ohs/default.htm>
- Workcover Workplace Violence and Bullying
- Education Act Ministerial Orders No 23 Structured Workplace Learning, No 24 Work Experience Arrangement No 25 Criminal Record Checks for employers/supervisors of Children, No 60 Anaphylaxis