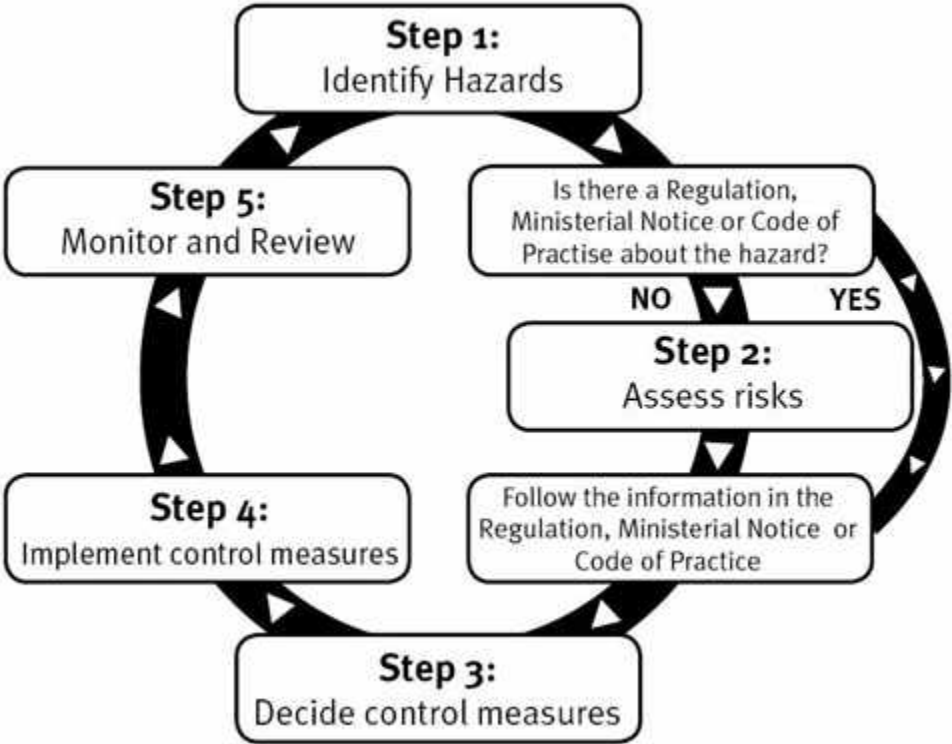


## OCCUPATIONAL HEALTH AND SAFETY POLICY

*Village School has an OH&S committee which operates as a sub-committee of the Village School Board. It meets and reports to the Board on a monthly basis and offers its recommendations as to the best method of dealing with specific areas of concern.*

*All employees of Village School Inc. are tasked with reporting, upon noticing, any hazards or dangerous situations existing in buildings or anywhere on the Village School Site or in areas when outside the school, by filling in 'hazard or dangerous situation' form and giving it to a member of the OH&S committee.*



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## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

Why do we need OH&S?

The occupational health and safety of all persons employed within, studying or visiting, Village School is of the utmost importance. The school will comply with all relevant Acts and Regulations to ensure that the school environment is safe and without risk to health.

### **ACCIDENT AND INCIDENT REGISTER**

The school maintains records of all minor student accidents in an alphabetic card system.

The school maintains records of all major student, staff or volunteer accidents on an accident register form, see Appendix 1

### **ASBESTOS**

All pre-existing buildings containing asbestos have been removed from the school site. The site had a recent audit in 2018 on the remaining land and it has been declared clear of asbestos.

### **EMPLOYER OBLIGATIONS**

The Principal and Office manager, assisted by the staff, are responsible for the development, implementation, promotion, maintenance and review of the OH&S policy and management system within the school.

#### **Specific Responsibilities:**

##### **Principal and Office Manager**

- Ensure effective development and implementation of the OH&S policy and management system.
- Oversee the setting up of an OH&S sub-committee of the Village School Board.

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- Support rights and responsibilities of all staff with regard to OH&S matters.
- Provide training for all employees so that they meet their requirements under the OH&S policy and management system.
- Consult employees and wider school community regarding issues that may affect their health and safety and the health and safety of others in the school.
- Communicate regularly to the school community.

### **EMPLOYEE OBLIGATIONS**

- Co-operate with the OH&S policy and management system to ensure their own health and safety and the health and safety of others in the school.
- Take all practical measures to ensure that the OH&S policy and management systems are adhered to within their classrooms, offices, general school areas, on excursions and camps.

### **SCHOOL COMMUNITY INCLUDING VOLUNTEER WORKERS AND CONTRACTORS OBLIGATIONS**

- Comply with the OH&S policies and procedures of the school as directed by the Principal or any member of staff. In the case of contractors, a failure to comply with a direction will be considered a breach of the contract.

**N.B.** Contractors and volunteers will be provided with relevant documentation when signing contracts.

### **OH&S PROCEDURES**

An OH&S management system of activities and procedures has been developed, implemented and will be regularly reviewed and updated.

#### **These includes:**

- OH&S training and education for staff and parents.
- Work design, workplace design and standard work methods.
- Changes to work methods, including those related to technological change.
- Emergency procedures and drills.
- Provision of OH&S equipment, services and facilities.

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- Workplace inspection and evaluations.
- Reporting and recording of incidents, accidents, injuries and illnesses.
- Provision of information to employees, contractors and sub-contractors.

### **OCCUPATIONAL HEALTH AND SAFETY PROGRAM**

In order to implement the general provisions of this policy, staff development and the development of procedures will take place and be regularly reviewed and updated. It includes:

- OH&S training and education.
- Use of Risk Calculator.
- Emergency procedures and drills.
- Appropriate changes as defined by changes in practice Workplace reviews.
- Reporting and recording of incidents, accidents, injuries and illnesses.
- Provision of information to employees, contractors and subcontractors

### **LEGISLATION**

- Occupational Health & Safety Act 2004 No. 40
- Occupational Health and Safety Regulations 2017

### **ENSURING COMPLIANCE**

Annual review of practices

Annual review of documentation

### **Definition**

Environment Management refers to the physical surroundings, conditions and circumstances that depict the workplace.

### **Policy**

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Village School acknowledges and is committed to the ongoing compliance responsibilities under the school's Occupational Health and Safety Management Systems.

### **Management**

- Appropriate warning signs are in place.
- Emergency lighting is maintained.
- The School Board has, as one of its responsibilities, eliminating risks as they arise.
- The staff is expected to notify the business manager by email with any risks.
- Staff is expected to ensure security requirements are met.
- The 'Risk Score Calculator' is used as appropriate.
- First Aid and CPR Update courses are conducted regularly.
- The business manager keeps a Maintenance Register documenting any problems and it is available in the School Office.

### 1. Consultation

#### **Definition**

Consultation is the process whereby employer and employees have the opportunity to discuss occupational health and safety matters of concern in an open forum without fear of intimidation or incrimination.

#### **Policy**

Village School recognises the need for a consultation process that allows the staff the opportunity to raise matters in relation to occupational health and safety. Training in this regard is available through professional development and via the OH&S committee.

Staff is able to put issues related to OH&S on the Business Agenda for the Staff Meeting.

Parents and carers are able to raise issues with the Principal or during Parents and Friends Association meetings or via communications to the Board.

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### **Management**

- An operational consultative process is in place.
- Staff has been in-serviced in the Risk Score Calculator. This needs to be ongoing.
- 2 members of the board are designated as the OH&S committee.
- All hazards are assessed and prioritised, and urgent situations are acted on immediately.

## 2. Risk management

### **Definition**

Risk management is an interactive process consisting of well-defined steps which, taken in sequence, support better decision making by contributing a greater insight into risks and their impacts. The risk management process can be applied to any situation where an undesired or unexpected outcome could be significant or where opportunities are defined.

### **Policy**

Village School recognises the systematic application of management policies, procedures and practices to the tasks of establishing the context, identifying, analysing, evaluating, treating, monitoring and communicating risk.

### **Duty of Care**

The Principal and Office manager (assisted by the OH&S committee and Board) must take reasonable care to identify and address any foreseeable hazard or risk that will harm students, employees or any other person on the school premises.

The Employee, Contractor or Volunteer while at work must co-operate with the Principal and Office manager or the delegated authority to comply with any requirement under Occupational Health and Safety Legislation that is imposed in the interest of health, safety and welfare on the Principal and/or Office manager.

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## Management

- Use of the Risk Score Calculator – report and identify risk.
- Implications explored and acted upon in the event of the presence of hazards.
- Use of Maintenance book, meetings or immediate referral in the event of hazards being identified.
- A consultative process in place.
- Use of Risk Action Plan where serious hazards are identified. (See OH&S Folder).
- Use of Risk Register when assessing situations, which present new hazard. (See OH&S Folder).
- Use of effective communication regarding hazards as they present to the staff, the students and the wider parent/carer community.
- Where necessary involve the Association membership.

## 3. Emergency management

### Definition

Emergency management is the management system that the school implements in the event of an emergency situation deemed to cause danger or conflict resulting in the requirement of some form of immediate action.

### Policy

Village School recognises the need for operational and documented emergency procedures in the event of a critical incident. The critical incident plan adopted by Village School is generic in nature and allows for all emergency situations to be acted upon immediately (see Village School Emergency Management Plan) Staff become aware of the circumstances that initiate a critical incident plan response.

Documented procedures and protocols assist staff in fulfilling their responsibilities.

On an annual basis, the critical incident plan is reviewed and assessed for compliance in all emergency situations. Each term, a 'mock' emergency situation is facilitated to ascertain understanding and response. Fire drills, evacuation drills and lock down drills are undertaken at intervals during the year.

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### **Management**

- A fully documented and operational Emergency Management Policy.
- An operational consultative process.
- Critical Incident Plan actively promoted across the school (See OHS Folder).
- Documented evacuation plans in all classrooms, staff room and office areas.
- Evacuation and 'Lock Down' plans reviewed each year.
- Evacuation plans and 'Lock Down' practised each term.
- Students instructed and rehearsed in expectations in the event of a critical incident.
- Use of Critical Incident Initial Response chart.

## 4. Security management

### **Definition**

Security management refers to the measure taken to ensure adequate security of the school community and the environment in the event of intruders.

### **Policy**

Village School recognises the need for appropriate security measures to be undertaken to protect staff, visitors and property. To assist in ascertaining the security measures to be taken, an initial risk assessment should be completed and reviewed annually.

Through consultation, the school community will be given the opportunity to raise security issues and assist in the implementation of security risk control measures.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Security Policy actively promoted across the school.
- Sign-in/Sign out procedures.
- All unauthorised personnel challenged and asked to report to the office.

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- Last Person in school – communication.
- All staff aware of critical incident policy.
- Security system operational and maintained.

## 5. Maintenance management

### Definition

Maintenance Management is the process of maintaining or being maintained all existing school facilities including plant and equipment as well as taking into consideration environmental responsibilities as it pertains to Village School. This includes electrical tagging, inspection and servicing of heaters and air conditioners, inspection and servicing of fire fighting equipment.

### Policy

Village School recognises the need for a systematic approach to maintaining the plant and equipment.

The system includes both proactive and reactive measures to be taken depending upon circumstances, school community maintenance responsibilities and the availability of tradespersons to complete the maintenance tasks. Staff have opportunities to report maintenance tasks through the Maintenance Book, or directly to the school's office.

Consider applicable Australian standards and set goals to achieve same.

### Management

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Maintenance actively promoted across the site.

## 6. Hazardous Substances/Dangerous Goods

### Definition

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Hazardous substances/dangerous goods. Management refers to the management of all substances, hazardous and non-hazardous alike, including safe storage of such goods, the maintenance of hazardous substances registers, disposal of hazardous substances and the required documentation to ensure compliance under the OHS legislation.

### **Policy**

Village School is committed to providing a safe place of work and learning for staff and students. Village School acknowledges its responsibilities to manage the use, storage and transport of both hazardous and non-hazardous substances for school purposes in an environmentally responsible manner that ensure the safety of staff and students

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Hazardous substance management actively promoted across site .
- Appropriate storage of all substances.

## **7. Manual Handling management**

### **Definition**

Manual Handling can be defined as: “an activity requiring the use of force exerted by a person to lift, lower, push, pull, carry, or otherwise move, hold or restrain any animate or inanimate object.”

### **Policy**

Village School is committed to preventing manual handling injuries in the workplace through the process of consultation with staff to identify, assess and implement control measures to reduce manual handling risks. Further, through the use of consultation both employer and employees will ensure the environment, the use of equipment is consistent with the goal of eliminating/reducing manual handling injuries.

### **Management**

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- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Manual handling protocols actively promoted across the site.
- Availability of equipment for moving objects from one place to another.

## 8. Storage management

### Definition

Storage management refers to the storing of goods, the particular method of storing and the space available for storage.

### Policy

Village School recognises the need for safe and appropriate storage protocols to be undertaken by all staff. Storage is limited due to the site infrastructure. Through risk management potential hazards are assessed and appropriate control measures are implemented. The storage areas are reviewed annually. Manual handling protocols are promoted.

### Management

- An operational consultative process.
- Staff skilled in the use of 'Risk Score Calculator'.
- Manual Handling policy in place and operational.

## 9. Power management

### Definition

Power Management refers to portable electrical equipment, hand held and stationary appliances, designated for connection to low voltage supply by a flexible cord including extension cords and power boards.

### Policy

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Village School is committed to providing a safe workplace free of electrical hazards. Through the processes of consultation and risk management, electrical hazards will be identified, assessed, prioritized and appropriate control measures implemented.

Additionally, electrical plant equipment will be routinely serviced, checked and tagged.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.

## 2. Light Management

### **Definition**

Light Management refers to illumination and lighting of the workplace.

### **Policy**

Village School is committed to providing a safe workplace and safe systems of work by ensuring that the general levels of lighting are adequate and do not adversely affect the health and safety of employees or visitors in the workplace. Regular maintenance will take place.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Conservation to be practiced.

## 3. Ergonomic management

### **Definition**

Ergonomics is the study of efficiency of people in their working environment. It is sometimes referred to as human factors and is concerned with the appropriate design for people – the design of systems, processes, equipment and environment.

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### **Policy**

Village School recognises the need for staff to be involved in assessing their own workplace environment from the viewpoint of ensuring that ergonomics has been considered and is the subject of risk assessment and resolving areas of concern.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Ergonomics Policy is actively promoted.

## 4. Noise management

### **Definition**

Noise management is the process of managing workplace noise effectively and thereby minimize occupational noise-induced hearing impairment.

### **Policy**

Village School is committed to protecting its staff and students from adverse effects of exposure to excessive noise. Where possible, excessive noise producing maintenance will be carried out outside school hours. Other circumstances arising will be subject to assessment (risk management), prioritized and the implementation of control measures.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Noise management actively promoted where the need arises.

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## 5. Confined Spaces management

### Definition

Ventilation is the process of supplying an enclosed area with fresh air.

### Policy

Village School is committed to providing safe and well-ventilated work places for staff and students. All workspaces have access to fresh air, fans and heaters as required.

### Management

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Regular review of fans and heaters and cleaning of filters.
- Cross ventilation – teachers need to open windows.

## 6. Traffic management

### Definition

Traffic management refers to pedestrian or vehicular movement in the school environment.

### Policy

Village School is committed to providing a safe environment for all within the school community especially during high-risk periods at the commencement and conclusion of the school day. To facilitate this process, Village School will advise all parents and carers on admission, and then routinely through the Newsletter and updated insertions in the Parent/Carer Handbook, of its expectations regarding traffic management. The school will liaise with the local community and Maroondah Council regarding traffic management.

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### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Guidelines are given re safety as it applies to the conduct of students and the responsibilities of parents, carers and teachers relating to:
  - Before and after school.
  - Access to school playground during school hours by service providers.
  - Management of perimeter fencing.
  - Appropriate supervision of student exit procedures and car traffic management.
  - Consultation with RTA, local Council and Police as appropriate or necessary.
  - Duty of care exercised re collection of students from school.
  - Procedures and protocols around the collection of students by parents/carers.

## 7. Outdoor management

### **Definition**

Out-door management refers to the management of areas outside the classroom such as playground facilities, farm and surrounds, excursions and school camps. (see Village School Emergency Management Plan).

### **Policy**

Village School is committed to providing a safe environment for all within the school community in terms of outdoor management. To facilitate this process, Village School will have guidelines in place for the playground, farm and surrounds, excursions, and camps. (see Village School Emergency Management Plan). Parents and carers will be advised of guidelines and expectations for these activities through the Newsletter and through inclusions in 'Village Speak'.

### **Management**

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- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Explicit policies regarding excursions, playground facilities and school camps.
- Policy actively promoted across site.
- All external venues assessed prior to use.
- Annual external activities – Camps.
- Duty of care exercised as it pertains to out-door activities.

## 8. Contractor management

### Definition

A Contractor is any person who undertakes a contract to provide a service to Village School or a specific task.

### Policy

Village School recognises its duty of care to all persons entering the workplace. Therefore contractors (visitors) are required to meet health and safety expectations of the school. Through a copy of the OH&S policy, Contractors will be made aware of the school's commitment to OH&S and to the relevant information that they would require whilst on the site.

Contractors are requested to furnish OH&S information, WWCC information and any other OH&S information considered necessary.

### Management

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- To complete sign-on procedures.
- To supply all contractors with OH&S Policy.
- All contractors to complete 'Contractors Information Form' .
- Contractor's Kit to be supplied to contractors as they begin an association with the school. It will include:

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- School's OHS policy
- Child Safety legislation requirements
- Evacuation Protocols
- School's 'No Smoking' Policy
- School's 'Sign-on' Procedures
- Use of Adult Toilet facilities – not children's

## 9. Volunteer management

### Definition

Volunteer refers to any person who voluntarily undertakes a task or voluntarily offers one's services made without return in money or consideration.

### Policy

Village School recognises its duty of care to all who enter the workplace. Therefore, volunteers, (referred to as visitors under OH&S legislation) are actively encouraged to participate in health, safety and wellbeing of the school community. Volunteers are encouraged to raise OH&S issues as considered necessary.

### Management

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Policy actively promoted across site.
- Compliance with school's guidelines and policies.

## 10. Documentation management

### Definition

Documentation Management refers to any form of documentation that may be required in an investigation, and/or in a court of law to validate policy, procedures, and safe work practices.

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### **Policy**

Village School is committed to its obligations under the OH&S Act to validate its commitment to OH&S through relevant and concise documentation. This documentation will take its direction from the Principal, Office manager and OH&S Management System Manual. Staff are encouraged to fulfil documentation requirements as pertaining to their school objectives.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Documented schedules, procedures, plans and protocols.

## 11. Waste management

### **Definition**

Waste management refers to any type of refuse to be disposed of on site.

### **Policy**

Village School is committed to providing a safe place of work through the establishment of a waste management policy. Student involvement in waste management is documented. Members of staff are cognizant of their responsibilities.

### **Management**

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Guidelines in place for rubbish disposal.
- Students involved in assisting with class bins receive training.
- Supervision of rubbish disposal management policy.

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## 12. Student management

### Definition

Student management refers to the way a school addresses student issues in the area of OH&S, and the participation of students in the culture of OH&S. Therefore, students, (referred to as visitors under OH&S legislation) are actively encouraged to participate in the health, safety and wellbeing of the school community.

### Policy

Village School recognises its duty of care to all persons entering the school: visitors, including contractors, parents, visiting presenters.

### Management

- An operational consultative process.
- Staff skilled in the use of the 'Risk Score Calculator'.
- Students well instructed in expectations, responsibilities and rights.
- Policy actively promoted across the site.

## 13. Plant management

### Definition

Plant management refers to the way a school manages the installation and management of Plant within, on and onto the school site.

Village School is committed to providing a safe place of work and learning through its management of Plant.

### Policy

Village School recognises its duty of care to all persons involved with the school.

### Management

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Village School will ensure that the introduction of Plant to Village School or any alteration to plant, or any change in the way Plant is used does not expose staff, students or others to unnecessary risks to their health and safety. Any proposed acquisition or alteration of Plant, or its use, is to be justified on either curriculum or operational grounds.

- Staff skilled in the use of the Risk Calculator.
- Space is to be used appropriately and Plant stored safely and securely.
- Plant shall be maintained according to manufacturer’s requirements and instructions and accurate records shall be kept of that maintenance.
- Plant should be routinely inspected and records of those inspections kept.

#### 14. Working at height

##### **Definition**

Working at height involves any work undertaken at greater than the height of the person undertaking it and includes the use of ladders, walkways, plant and slopes. This may include erecting signs, hanging posters and accessing high shelving.

##### **Policy**

Village School recognises its duty of care to staff, students, parents and visitors to the school. Tasks involving working from a height of 2M or more are considered high risk. These tasks must be identified and have controls put in place. As much of the task as possible should be completed on the ground prior to working at height.

##### **Management**

- Identify work activities where a fall hazard may exist and implement strategies to reduce this.
- Develop and document safe work procedures to outline the way in which a hazard will be managed.
- Provide training to employees to provide them with necessary skills.

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- Perform the task on the ground where possible.
- Staff skilled in the use of the risk calculator.

## Sun Protection Management

### Definition

The principal and staff have a duty of care to staff and students concerning their exposure to the sun in outdoor activities, which would include breaks, lunches, phys ed. activities, outside duties and any events held outside e.g. sports days, pony riding etc.

### Management

- In terms one and four, wearing hats outside is mandatory for all students and staff (the school has spare hats to ensure this always happens).
- The school provides sunscreen and bottles are in classrooms and the first aid room.
- Duty staff monitor temperatures and send children inside when the weather is extreme.

## Workplace Discrimination, Harassment and Bullying

### Definition

Employment discrimination happens when an employee or job applicant is treated unfavourably because of his or her race, skin colour, national origin, gender, disability, religion or age. A worker is bullied at work if a person or group of people repeatedly act unreasonably towards them or a group of workers. Unreasonable behaviour includes victimizing, humiliating, intimidating or threatening and also may result in a risk to health and safety. Examples could be

- i) Behaving aggressively
- ii) Teasing or practical jokes
- iii) Pressuring someone to behave inappropriately
- iv) Excluding someone from work related events
- v) Unreasonable work demands

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**Management**

(See Village School Communication policy and the Village School Philosophy Document)

- Respectful relationships are promoted at Village School
- Procedures for complaints are in place
- Democratic structures ensure employees have a say in procedures
- Staff mostly make decisions through consensus
- Principal has the responsibility of ensuring all staff members are heard and respected
- Principal has the responsibility of protecting staff from unreasonable and abusive parents

**Incident Management and Notification**

**Definition**

Serious work place incidents such as broken limbs, head injuries requiring hospitalization, severe gashes, extensive blood loss, loss of consciousness and ongoing disorientation must be reported to Work Safe.

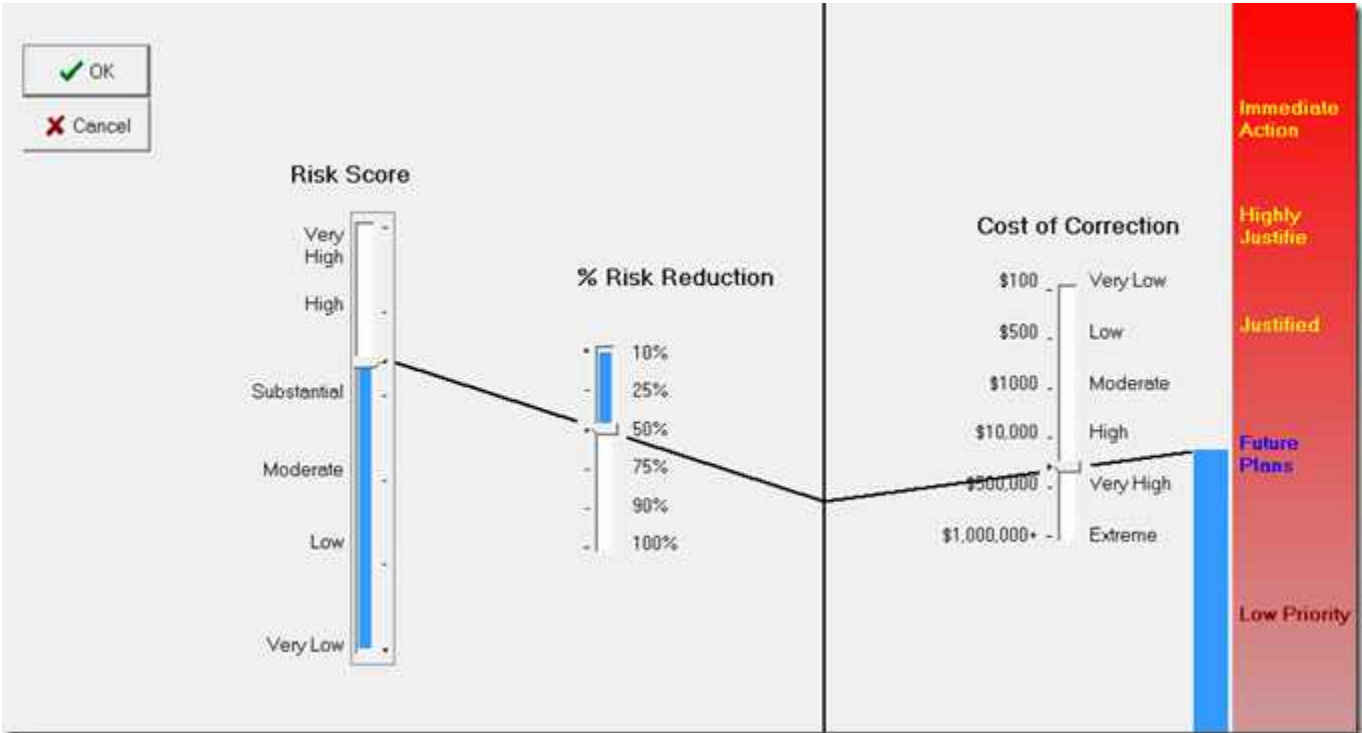
**Management**

- All staff have yearly updates to their first aid training
- A first aid room is kept up to date and operational
- Work Safe phone number is in the school phone directory
- Principal and business manager monitor staff practices to ensure OH&S is carried out effectively

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Charts showing Methods of Ascertaining Risk Posed by Certain Things.



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Likelihood	Consequences				
	Insignificant <i>(Minor problem easily handled by normal day to day processes )</i>	Minor <i>(Some disruption possible, e.g. damage equal to \$500k )</i>	Moderate <i>(Significant time/resources required, e.g. damage equal to \$1million)</i>	Major <i>(Operations severely damaged, e.g. damage equal to \$10 million )</i>	Catastrophic <i>(Business survival is at risk damage equal to \$25 Million)</i>
<b>Almost certain</b> (e.g. >90% chance)	High	High	Extreme	Extreme	Extreme
<b>Likely</b> (e.g. between 50% and 90% chance)	Moderate	High	High	Extreme	Extreme
<b>Moderate</b> (e.g. between 10% and 50% chance)	Low	Moderate	High	Extreme	Extreme
<b>Unlikely</b> (e.g. between 3% and 10% chance)	Low	Low	Moderate	High	Extreme
<b>Rare</b> (e.g. <3% chance)	Low	Low	Moderate	High	High

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