

1. Purpose

The purpose of the Occupational Health & Safety (OHS) Policy is to demonstrate the College's commitment to ensuring the safety, health and wellbeing of its employees, students and visitors through the provision of a safe workplace according to Ministerial Order 1359. The College's OHS systems contribute to a child safe culture by:

- identifying and managing hazards that may impact students
- ensuring safe, supportive, and inclusive learning environments free from physical and psychological harm
- embedding child safety considerations into all risk assessments, facility maintenance, incident reporting, and workplace practices.

2. Scope

This policy applies to all employees, students, visitors, volunteers and contractors.

3. Implementation

The College recognises Occupational Health and Safety is a shared responsibility.

Our Occupational Health and Safety Team, together with the College Leadership Team, has primary responsibility for coordinating safety initiatives, monitoring risks, maintaining safe environments, and ensuring that child safety considerations are embedded across all aspects of College operations.

The Occupational Health and Safety Act 2004 aims to:

- secure the health, safety and welfare of employees and other people at work
- protect the public from the health and safety risks of business activities
- to involve employers, employees and the organisations that represents them in the formulation and implementation of health, safety and welfare standards.

Principles of Health and Safety:

- all people have the highest level of protection 'those in control are responsible for eliminating risks
- employers should be proactive
- information about risks and controls should be shared - employees are entitled to representation.

Employers' Duties:

For employees, visitors and contractors, as far as is 'reasonably practicable' provide and maintain:

- safe plant and systems of work
- absence of risk in the use, handling, storage and transport of plant and substances
- the workplace
- adequate staff facilities
- appropriate information, instruction, training and supervision.

In practice, this means that the employer shall so far as is "practicable":

- monitor the health of employees
- keep information and records (eg MSDS-Material Safety Data Sheets)
- engage or employ suitable people to provide advice on health and safety in the workplace
- nominate appropriate senior person/s to act as the employer's representative - monitor conditions at the workplace - Provide information to employees.

Practicable means having regard to:

- likelihood of hazard or risk concerned eventuating
- degree of harm that would result if the hazard or risk eventuated
- knowledge about the hazard or risk and ways to remove or reduce it - availability and suitability of ways to remove or reduce the hazard or risk - cost to remove or reduce the hazard or risk.

Employees must:

- take reasonable care for their own health and safety and that of anyone else who may be affected by their acts or omissions
- cooperate with their employer on any actions taken to comply with the requirements of the OHS Act

Employees must not:

- willfully or recklessly interfere with or misuse any safety equipment provided for their use
- willfully put at risk the health and safety of others in their workplace

Volunteer Workers:

The Act provides protection for the public so that their health and safety is not placed at risk by work activities.

Regulations:

These are legally binding, and contain instructions or requirements for specific areas or industries. They are as binding as the Act and failure to comply with any regulations made under an Act is an offence.

Codes of Practice:

These provide detailed guidance on how to meet legal requirements or accepted standards.

They do not have the same legal force as regulations, and, a failure to observe a provision of an approved Code of Practice is not in itself a breach of the Act, especially if an

alternative solution achieves the same results. However, a Code of Practice can be used to support prosecution in proceeding under the Act.

Standards:

These are advisory documents which specify acceptable levels of design or performance. They become law when they are put into legislation.

Obligations and compliance requirements for OHS:

Legislative requirements commonly relevant to schools are listed below. This should not be read as a comprehensive list of legislative requirements and does not replace a reading of the relevant legislation.

Principals are accountable for a healthy and safe working environment in school. The school will maintain safe systems of work:

- safe storage and transport of substances
- adequate facilities for welfare of staff
- initiate consultative processes for all OHS matters
- encourage the establishment of OHS committees
- information and training in such languages as are appropriate to ensure work is performed safely
- employ or engage health and safety experts
- monitor work conditions and employee health
- keep information and records relating to the health and safety of employees
- provide health and safety information regarding workplace risks to employees
- consult with H&S representatives re workplace risks or changes in the workplace
- resolve OHS disputes in consultation with H&S representative
- cooperate with VWA inspector when workplace inspection is being undertaken
- form OHS committee upon request of H&S representative
- respond to Provisional Improvement Notices within the required seven days, as well as appeals against PINs, Improvement Notices and Prohibition Notices - report serious incidents to VWA as per mandatory requirement.

4.Related Policies & Legislation

Occupational Health and Safety Act 2004

5.Communication of this Policy

This policy will be published on the school's website and intranet.

6.Policy Review

Approved by: Principal and School Board, April 2025

Next review: April 2027

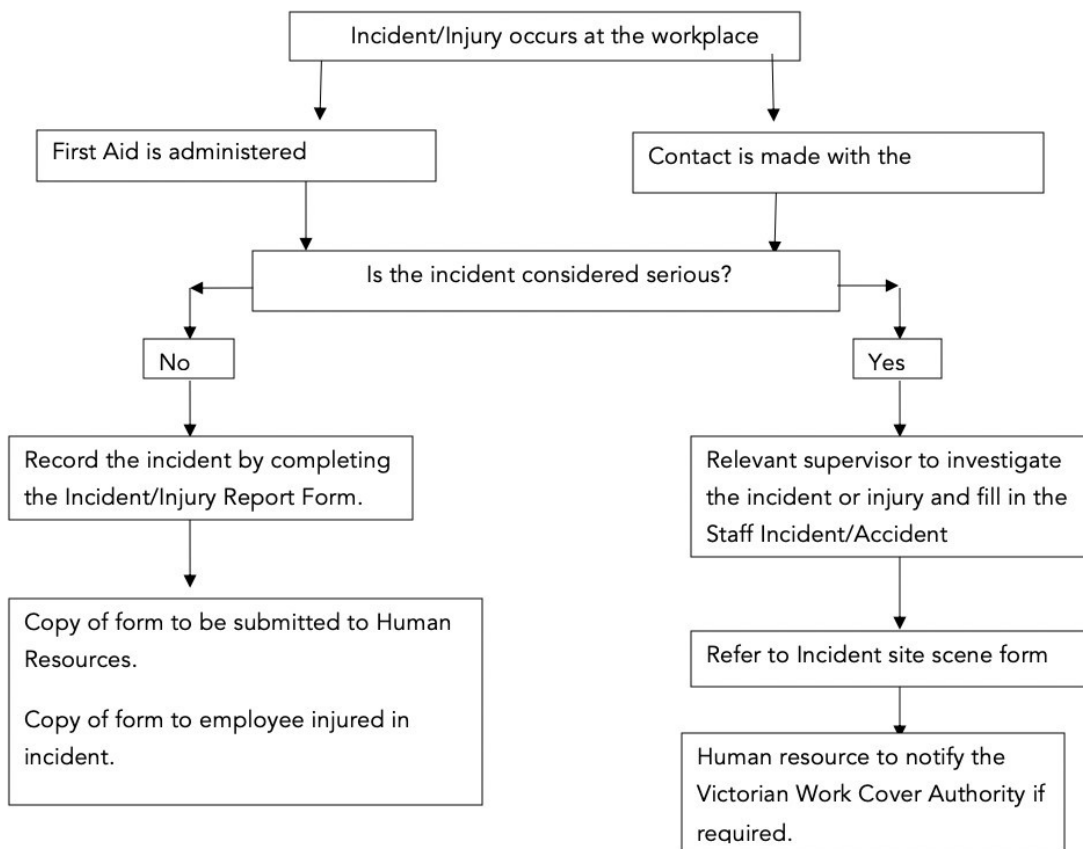
Purpose

Any injury or illness which results out of or in the course of employment or is exacerbated during the course of employment must be reported.

Procedure

All work-related injuries, incident or illness must be reported immediately to MYC. The preference is that all injuries, incidents and illnesses are reported within 24 hours to ensure that an investigation is conducted promptly aimed at avoiding such an incident from recurring.

The Incident/Injury Report Form should be used to make a report on an injury or illness. The signed form must be kept by the Management Team member for no less than 7 years. A copy must be provided to Human Resources. A copy is also provided to the employee who had sustained the incident, injury or illness.



Name of injured employee:	
Date of Incident:	
Date of Investigation:	
Location:	
Nature of Incident:	
Details of the Investigation Team:	

Detailed description of incident:

How did the injury occur or property becomes damaged?
What is the nature and extent of injury/damage?

List activities leading up to the incident/damage.
Provide details of who, what, when, how, why and where involved.

Details of Worker

Name: _____

Address: _____

Home Phone No: _____

Employment Status: Staff Full Time Staff Part Time Staff Casual Contractor Volunteer Work Experience

Designation: Administration Teacher Maintenance _____

INCIDENT SITE SCENE FORM

Date of Incident	
Time of Incident:	
Reported by of Investigation:	

Draw a detailed plan of the incident and incident site:

What immediate preventative action was taken following the incident?