The Department of Education and Early Childhood Development (DEECD) is committed to providing a healthy and safe environment for all employees, students, contractors, volunteers and visitors and preventing workplace injuries and illnesses. This commitment is endorsed by the Secretary in the DEECD OHS Policy. To assist schools and other workplaces to meet this commitment DEECD has developed an Occupational Health & Safety Management System.

What is an OHS management system?
An Occupational Health and Management System (OHSMS) is a set of plans, actions and procedures that assist an organisation to systematically manage health and safety risk associated with their business. The overall aim of an OHSMS is to continuously improve OHS performance through the effective management of OHS risks and activities in the workplace.

The basis of the continuous improvement approach is detailed in Figure 1.

Figure 1: OHS Management System Model (Source: AS/NZS 4801:2001)
Why does DEECD need an OHSMS?

Having effective health and safety practices in the workplace will assist in identifying, eliminating or at the very least mitigating risk factors which can lead to injury, illness or disease. An effective OHSMS promotes consultation in the workplace and engages employees and other stakeholders in health and safety processes and issues. This leads to the proactive management of health and safety concerns.

An OHSMS can assist in reducing the number and severity of injuries and claims by systematically and effectively managing OHS risk in the workplace. The social and financial costs associated with injured employees will also be minimised through the prevention of injuries and illnesses.

Consultation with Workplace Managers and Health and Safety Representatives (HSRs) on their perceptions of how DEECD supports the management of OHS indicated that improvement was required and revealed the following:

- OHS policies and procedures should be provided that are ready for use and easily located;
- OHS solutions should be shared across workplaces to avoid “reinventing the wheel” every time;
- Procedures need to be easy to understand and implement as time is often limited; and
- Dedicated health and safety resources should be allocated to regions to assist workplaces to comply with health and safety requirements.

The DEECD OHSMS was designed to meet the needs of schools and DEECD workplaces and conform to the Australian Standard for OHS management Systems (AS/NZS 4801). The DEECD OHSMS consists of ten elements. The elements highlighted in Figure 2 will be addressed during the initial implementation of the DEECD OHSMS.

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**Figure 2: The Ten Elements of DEECD’S OHSMS**
The purpose of this Implementation Guide is to assist Workplace Managers and Management OHS Nominees to set up their workplace OHSMS. The guide is divided into 7 parts which cover the key elements of DEECD’s OHSMS. The guide also provides information and direction through practical guidance to ensure the successful implementation of the OHSMS at a local level.

The complexity of the implementation will depend on the size of your school or workplace and your current OHS performance and risk profile. As an example, a large secondary school will have a more complex workplace risk profile than a small primary school due to the operations and activities that are undertaken in secondary schools (e.g. Technology Studies, Chemistry/Biology etc). Furthermore, a large secondary school would have a considerably greater number of risks to identify and control than a small primary school and therefore would require greater time and resource commitment during the initial implementation.

For each part, you will be required to complete a series of tasks that will provide the foundation for your workplace OHSMS and will assist you to move towards OHS best practice.

Key parts for implementation of DEECD’s OHSMS

PART 1: Consultation and Communication

PART 2: OHS Policy and Planning

PART 3: OHS Risk Management

PART 4: Induction and OHS Training

PART 5: Contractor Management

PART 6: OHS Purchasing

PART 7: First Aid
### Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contractor</strong></td>
<td>A contractor is a person, or an organisation, that provides a service for a fee but is not a direct employee of DEECD. Contractors may be self employed, have employees of their own or be engaged under a range of different employee arrangements.</td>
</tr>
<tr>
<td><strong>Deputy Health and Safety Representative (DHSR)</strong></td>
<td>An elected employee responsible for representing employees within a Designated Work Group (DWG) on matters relating to OHS in the absence of the HSR.</td>
</tr>
<tr>
<td><strong>Designated Work Group (DWG)</strong></td>
<td>A group of employees in the workplace who share similar workplace health and safety concerns and conditions.</td>
</tr>
<tr>
<td><strong>EduSafe</strong></td>
<td>The DEECD online hazard and incident reporting and management application, accessible on the intranet. Employees log on using their EduMail username and password.</td>
</tr>
<tr>
<td><strong>Hazard</strong></td>
<td>Anything with the potential to cause harm, injury, illness or loss.</td>
</tr>
<tr>
<td><strong>Health and Safety Representative (HSR)</strong></td>
<td>An elected employee responsible for representing employees within a DWG on matters relating to OHS.</td>
</tr>
<tr>
<td><strong>Inherent Risk Rating</strong></td>
<td>The initial risk level of a hazard prior to the application of any controls.</td>
</tr>
<tr>
<td><strong>Management OHS Nominee</strong></td>
<td>A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.</td>
</tr>
<tr>
<td><strong>Nominated Employee</strong></td>
<td>Employee nominated by management to complete specific OHS tasks (this can be the health and safety representative, a member of the health and safety committee or another employee in the workplace).</td>
</tr>
<tr>
<td><strong>OHS Committee</strong></td>
<td>A cooperative forum for employers and employees to work together on OHS issues.</td>
</tr>
<tr>
<td><strong>OHS Risk Register</strong></td>
<td>A register of the OHS risks identified at the workplace, along with the inherent risk rating, current controls and residual risk ratings.</td>
</tr>
<tr>
<td><strong>Residual Risk Rating</strong></td>
<td>The level of risk remaining after controls have been selected and implemented.</td>
</tr>
<tr>
<td><strong>Risk</strong></td>
<td>A description of the likelihood and consequence of a hazard causing injury or illness.</td>
</tr>
<tr>
<td><strong>Risk assessment</strong></td>
<td>The process of determining the likelihood and consequence of injury, disease or illness or damage arising from exposure to a hazard.</td>
</tr>
<tr>
<td><strong>Risk control</strong></td>
<td>Measures that eliminate or reduce the risks associated with hazards using the “hierarchy of controls”, where elimination of the hazard will be the first strategy considered.</td>
</tr>
<tr>
<td><strong>Safe Work Procedure</strong></td>
<td>Are documented procedures that outline:</td>
</tr>
<tr>
<td></td>
<td>• The hazards associated with performing a particular task (which may include equipment use, chemical use or working in hazardous environments)</td>
</tr>
<tr>
<td></td>
<td>• Safety instructions in performing that task including any checks and pre-cautions to be exercised</td>
</tr>
<tr>
<td></td>
<td>• A list of the persons authorised to supervise and train persons in how to undertake the task safely</td>
</tr>
<tr>
<td></td>
<td>• Any required Personal Protective Equipment to protect employees, students and contractors.</td>
</tr>
<tr>
<td><strong>Workplace Manager</strong></td>
<td>The Manager or Principal responsible for the school, central office, regional office or other DEECD workplace.</td>
</tr>
</tbody>
</table>
PART 1: Consultation and Communication

Key information
Workplace health and safety benefits significantly from effective consultation with employees. Employees are often best placed to identify health and safety hazards and issues in the workplace and therefore are generally in the best position to suggest appropriate controls for those hazards. Effective consultation and communication will assist in building commitment to health and safety across DEECD.

Consultation and communication in the workplace requires:

- Sharing information with HSRs and employees on matters which are likely to affect their health and safety;
- Giving HSRs and employees a reasonable opportunity to express their views about the matter; and
- Taking into account those views when determining how best to address those matters.

OHS legislation in Victoria requires that arrangements are established for effective workplace consultation. The arrangements include:

- Establishing Designated Work Groups (DWGs) as per requirements of the Occupational Health and Safety Act 2004 (OHSA 2004);
- Establishing a Health and Safety Committee (H&S Committee) (as per requirements of the OHSA 2004);
- Electing HSRs and also DHSRs if required (as per requirements of the OHSA 2004); and
- Establishing any other agreed arrangements between employer and employee to discuss OHS issues.

OHS consultation with HSRs and employees should be integrated into consultative forums that already exist within the workplace. For example this can be achieved by establishing OHS as a standing agenda item in staff meetings or incorporating OHS into the existing consultative committee.

The Workplace Manager has the ultimate administrative and operational responsibility for all workplace decisions concerning safety however the best decisions are made when all available information is reviewed and considered and consultation with employees is undertaken.

Related OHSMS Documents
- Consultation and Communication Policy
- Consultation and Communication Procedure
- OHS Committee Terms of Reference Template
- OHS Committee Meeting Minutes
- OHS Issue Resolution Flowchart
- OHS Responsibilities Document
- Staff Meeting Agenda
## Task List

The following table lists the tasks that must be completed to implement the Consultation and Communication element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish DWG (as required under the OHSA 2004)</td>
<td>• Establish DWG and determine the number of DWGs for the workplace as per the Consultation and Communication Procedure.</td>
<td>Workplace Manager with employees</td>
</tr>
<tr>
<td>Elect HSRs and DHSRs to represent the DWG</td>
<td>• The DWG nominates and elects employees in the DWG to hold the position of HSR (and DHSR if deemed appropriate).</td>
<td>Workplace Manager with employees</td>
</tr>
<tr>
<td>Arrange for HSR to attend training</td>
<td>• Organise elected HSRs and DHSRs to attend the WorkSafe accredited 5 day HSR training course and a one day refresher course each subsequent year on request.</td>
<td>Workplace Manager</td>
</tr>
</tbody>
</table>
| Establish an OHS Committee if required (at least half the members of the OHS Committee should be employees) | • Establish an OHS Committee charter;  
  • Elect a Chairperson and Secretary;  
  • Provide resources for the Committee; and  
  • Establish meeting schedule (minimum quarterly). | Workplace Manager and/or Management OHS Nominee          |
| Include OHS as an agenda item at employee or other relevant meeting forums | • Ensure minutes are written up and distributed in an agreed time frame;  
  • Delegate actions arising from minutes to a responsible person; and  
  • Display minutes on OHS Notice Board. | Workplace Manager and/or Management OHS Nominee          |
| Establish other methods for consultation and communication            | • Determine how OHS information will be communicated to all employees. Examples include newsletters, notice boards or intranet pages, the inclusion of OHS in team meetings or regular presentation of OHS talks. | Workplace Manager and OHS Committee                     |
| Consult with the HSR on all matters relating to health and safety     | • Ensure there is a process in place so that HSRs and employees are consulted in regards to health and safety matters. Refer to Consultation and Communication procedure. | Workplace Manager and/or Management OHS Nominee          |
### Task

<table>
<thead>
<tr>
<th>Establish an OHS Notice Board</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Set up an OHS Notice Board which include the following:</td>
<td>Workplace Manager and/or Management OHS Nominee</td>
</tr>
<tr>
<td></td>
<td>• OHS Policy;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Consultation and Communication Policy;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Agreed OHS Issue resolution process;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Names and contact details of HSRs, DHSRs and Management OHS Nominee;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Minutes of the OHS Committee;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Current First Aid Summary Sheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Risk Management &amp; Occupational Rehabilitation Program Statement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• WorkCover “If you are Injured” poster;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Emergency Plan</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Establish an agreed OHS issue resolution process</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Implement DEECD OHS Issue Resolution Flowchart providing employees agree on this process or use a locally determined process if one is available;</td>
<td>Workplace Manager and/or Management OHS Nominee</td>
</tr>
<tr>
<td></td>
<td>• Ensure the Issue Resolution Process is displayed on the OHS Notice Board.</td>
<td></td>
</tr>
</tbody>
</table>

---

### Further Information

Contact:

- DEECD OHS Advisory Service
  1300 074 715
- DEECD Regional OHS/WorkCover Advisors
- DEECD Health, Safety and WorkCover Website
- Employee Health Unit
- WorkSafe Victoria: Consultation on Health and Safety – a Handbook for Workplaces
- WorkSafe Victoria: How to consult with your Workers
- WorkSafe Victoria: Employee Representation

### Consultation and Communication Review Checklist

- OHS Policy has been communicated to all employees;
- Consultation arrangements are in place to ensure employee views are considered when OHS issues are discussed;
- HSRs and DHSRs have attended the WorkSafe approved 5 day Health and Safety Representative Course;
- OHS Notice Boards are in prominent positions throughout the workplace and all relevant information (as listed in the Consultation and Communication Procedure) is displayed and available;
- All employees are aware of their responsibilities, as listed under each of the OHSMS procedures, when procedures are implemented; and
- An agreed OHS issue resolution process is displayed and implemented in the workplace.
Key information
DEECD has an Occupational Health and Safety (OHS) Policy endorsed by the Secretary. This policy clearly states the Department’s overall OHS objectives and demonstrates Executive commitment to improving OHS performance. It is important that Workplace Managers ensure that all employees are aware of the OHS Policy and can access it through the health and safety website or via an easily accessible workplace notice board. Schools and other DEECD workplaces are not required to develop their own OHS Policy.

OHS roles
There are two key roles in health and safety; the Management OHS Nominee and the Health and Safety Representative (HSR). The role of the Management OHS Nominee should be allocated to a member of the school leadership team. Where a Designated Work Group (DWG) has been established employees should elect a HSR to represent them in health and safety related matters. The employer, represented by the Management OHS Nominee must consult with the HSR on all health and safety matters. Both the Management OHS Nominee and the HSR must also attend training relevant to their position.

A planned approach to OHS is a critical component of the implementation of the OHSMS. Schools and workplaces need to plan for OHS activities. A generic OHS Activities Calendar has been developed to ensure a planned and systematic approach to OHS is adopted.

The OHS Activities Calendar will assist schools to identify key OHS activities which must be undertaken regularly throughout the year. Some of these activities are mandatory requirements across all DEECD workplaces. Additional activities that may not have been identified in the OHS Activities Calendar template should be added depending on the specific requirements of individual workplaces and schools.

Related OHSMS Documents
- OHS Policy
- Planning Procedure
- OHS Activities Calendar
- Consultation and Communication Procedure
- First Aid and Infection Control Procedure
- Induction and OHS Training Procedure
- Workplace Inspections Procedure

Mandatory Requirements for OHS Activities Calendar

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication of OHS Policy</td>
<td>Nomination of Management OHS Nominee</td>
</tr>
<tr>
<td>Planning and review of OHS Activities Calendar</td>
<td>Review of OHS Risk Register</td>
</tr>
<tr>
<td>Periodic workplace inspections and first aid inspections</td>
<td>Contractor induction</td>
</tr>
<tr>
<td>OHS Committee meetings or forums where OHS is a standing agenda item</td>
<td>HSR five day training course</td>
</tr>
<tr>
<td>Emergency management planning and drills</td>
<td>OHS specific training e.g. manual handling</td>
</tr>
<tr>
<td>Electrical testing and tagging</td>
<td>First Aid Review</td>
</tr>
</tbody>
</table>
## Task List

The following table lists the tasks that must be completed to implement the OHS Planning element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate OHS Policy to employees</td>
<td>• Communicate the OHS Policy to all employees and display on the OHS Notice Board.</td>
<td>Workplace Manager</td>
</tr>
<tr>
<td>Review the generic OHS Activities Calendar</td>
<td>• Determine who the workplace Management OHS Nominee is and allocate responsibility.</td>
<td>Workplace Manager in consultation with the Management OHS Nominee, relevant Domain Leaders, HSR/OHS Committee member/s and affected employees</td>
</tr>
<tr>
<td></td>
<td>• Review the OHS Activities Calendar by consulting relevant persons.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review the applicability of each activity to the workplace. Delete any activities or tasks that do not apply and add any additional activities or tasks which may be required or requested as a result of consultation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure that the mandatory requirements on the previous page are included in the OHS Activities Calendar.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Schedule activities and their frequency into the OHS Activities Calendar.</td>
<td></td>
</tr>
<tr>
<td>Allocate responsibility for activities in the OHS Activities Calendar</td>
<td>• Assign and communicate responsibility to relevant employees.</td>
<td>Workplace Manager/Management OHS Nominee</td>
</tr>
<tr>
<td></td>
<td>• Ensure that resources for the activity are allocated.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure employees are aware of the procedure for completing activities and documentation required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Display copies of the OHS Activities Calendar prominently in the workplace ensuring that only the most up to date copy is on display i.e. on the OHS Notice Board.</td>
<td></td>
</tr>
<tr>
<td>Periodically review the OHS Activities Calendar</td>
<td>• Schedule reviews of the OHS Activities Calendar to occur at least monthly to ensure activities are being undertaken.</td>
<td>Workplace Manager/ Management OHS Nominee, Domain Leaders, relevant employees and HSRs</td>
</tr>
<tr>
<td></td>
<td>• Ensure the OHS Activities Calendar is reviewed when an incident or hazard is reported on EduSafe, controls are no longer effective, new OHS training needs are identified or new/additional activities are required.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ensure review of the OHS Activities Calendar is included on the OHS Committee meeting agendas.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Identify any implementation gaps in consultation with relevant employees.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Allocate more resources if necessary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Reschedule timelines and re-allocate responsibilities.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Review and develop a new OHS Activities Calendar every 12 months.</td>
<td>Workplace Manager/ Management OHS Nominee</td>
</tr>
</tbody>
</table>
### Further Information

**Contact:**

- DEECD OHS Advisory Service  
  1300 074 715
- DEECD Regional OHS/WorkCover Advisors
- DEECD Health, Safety and WorkCover Website
- Employee Health Unit

### OHS Planning Review Checklist

- OHS Policy has been communicated to all employees;
- The activities on the OHS Activities Calendar have been reviewed for relevance in the workplace and amended appropriately;
- OHS Committee meetings have been scheduled (if applicable);
- Workplace inspections have been scheduled;
- Emergency drills have been scheduled;
- Site specific requirements have been scheduled;
- Required training has been scheduled;
- Responsibility for actions identified has been allocated; and
- The OHS Activities Calendar is reviewed on a regular basis through OHS Committee meetings or other suitable forum.
PART 3: OHS Risk Management

Key information

OHS Hazards and Risks
It is important that existing and potential OHS hazards and associated risks are identified and effectively managed in DEECD schools and workplaces.

A hazard is anything with the potential to cause harm, injury, illness, disease or loss.

Risk Management Approach
DEECD uses a risk management approach to manage hazards in the workplace. Risk management principles allow for the identification, assessment, control and monitoring of OHS risks. The approach requires the prioritisation of risks so adequate resources can be allocated to identify and implement required risk controls.

A risk is a description of the likelihood and consequence of a hazard causing injury or illness.

OHS Risk Register
Schools and workplaces must understand their own particular OHS risk profile to identify and implement appropriate procedures to control hazards and risks.

The DEECD OHS Risk Register is the starting point for the identification of risks in the school or workplace. The OHS Risk Register lists the typical hazards which might be found in an education environment. Schools and workplaces are required to adapt the OHS Risk Register by adding and deleting hazards and assessing risks that are specific to their workplace. The OHS Risk Register details a number of risk control activities that should be implemented as a minimum requirement. These are detailed under “Implemented Controls”. Additional controls should be added as required and the residual risk assessed.

Table 2 lists the triggers which will require a review of the OHS Risk Register.

The Principles of Risk Management

1. Identify health and safety hazards in the workplace that persons may be exposed to
2. Assess the hazards to determine the risk (likelihood and consequence of injury or harm to a person) resulting from such hazards
3. Control the hazard by considering means by which the risk can be reduced and implement mechanisms to eliminate or control that risk
4. Regularly review controls to make sure they remain effective.

Table 1: Typical Hazards in an education environment

| • Asbestos                  | • Manual Handling |
| • Bullying                 | • Plant and Equipment |
| • Dangerous Goods         | • Playground |
| • Electrical              | • Slips, Trips and Falls |
| • Ergonomics              | • Stress |
| • Excursions and Camps including outdoor activities | • Student Challenging Behaviour |
| • Falls from Height (> 2 metres) | • UV Radiation |
| • Hazardous Substances    | • Voice Care |

Table 2: Triggers for Review of the OHS Risk Register

| • Periodic six months review | • Workplace inspections |
| • When hazards are reported  | • Audits |
| • When incidents occur       | • Consultation with HSRs and employees |
| • When existing controls become ineffective | • Observations during work |
| • When new substances, plant or equipment are introduced into the workplace | • Hazard and incident reporting from EduSafe |
| • Implementation of specific hazard management procedures | • Incident investigation |
| • When new/additional information regarding a hazard is found or communicated | • Health surveillance |
Other Workplace Registers
By law, there are a number of registers that must be implemented in the workplace. The relevant registers for DEECD workplaces include:

- Hazardous Substances and Dangerous Goods Register (if any hazardous substances and dangerous goods are present in the workplace);
- Hazardous Building Materials Register (if hazardous building materials such as asbestos are present in the workplace); and
- Electrical Equipment Register.

Workplace Inspections
Workplace inspections are a regular, planned event that are undertaken in order to monitor key features of the workplace that have the potential to present risks of injury to people. Workplace inspections ensure that risks and hazards are managed appropriately and are a good way of identifying hazards before they cause injury.

The DEECD OHSMS provides a range of inspection checklist templates which can be modified to suit particular workplaces.

Consulting with HSRs and employees who have a good understanding of particular hazards in different areas of their working environment is recommended when deciding on which areas to inspect, when to inspect and also when modifying the checklists.

Related OHSMS Documents
OHS Risk Management Procedure
OHS Risk Register
Dangerous Goods & Hazardous Substances Register
Electrical Equipment Register
OHS Activities Calendar
Hazardous Building Materials Procedure
Asbestos Management Plan
Dangerous Goods and Hazardous Substances Procedure
Safe Work Procedure
Workplace Inspection Procedure
Workplace Inspection Checklists
Hazard Reference Guides
### Task List

The following table indicates the tasks that must be completed in order to implement the OHS Risk Management element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
</table>
| **Review the OHS Risk Register and modify so that it is specific to the workplace** | - In consultation with relevant persons delete hazards and risks from the OHS Risk Register that are not applicable to the local workplace.  
  - If additional OHS hazards exist which are not outlined in the OHS Risk Register, add these.                                                                                                                            | Workplace Manager and/or Management OHS Nominee & HSR, Domain Leaders and relevant employees who may undertake the task/activity or be affected                                                                                   |
| **Identify all dangerous goods and hazardous substances at the workplace** | - Review and complete the Hazardous Substances and Dangerous Goods Register when the item is first purchased by referencing the Material Safety Data Sheet (MSDS) and noting it on the Register.  
  - Ensure that any existing dangerous goods and hazardous substances in the workplace are noted on the Hazardous Substances and Dangerous Goods Register. | Workplace Manager/Management OHS Nominee                                                                                                                                                                               |
| **Identify the presence of any hazardous building materials at the workplace** | - Engage a competent person to perform an assessment and to provide a hazardous building materials report.  
  - If asbestos is present complete an Asbestos Management Plan and allocate the role of Asbestos Co-ordinator.  
  - Review and complete the Hazardous Building Materials Register.  
  - Communicate the outcomes of the assessment and make a copy of the report available to the OHS Committee, HSRs, employees and contractors coming into the workplace.  
  - Implement the suggested controls identified within the report.                                                                                                                                            | Workplace Manager/Management OHS Nominee                                                                                                                                                                               |
| **Identify the presence of any electrical equipment at the workplace** | - Use the register provided by the electrical contractor or DEECD’s Electrical Equipment Register template.  
  - Appoint an employee from each work area to obtain information and collate this into the Electrical Equipment Register.  
  - Schedule electrical testing in the OHS Activities Calendar in accordance with the information in the Hazard Reference Guide - Electrical Safety. | Workplace Manager/Management OHS Nominee                                                                                                                                                                               |
### Identify Hazards

<table>
<thead>
<tr>
<th>Complete Hazard Management forms</th>
<th>Workplace Manager and/or Management OHS Nominee in consultation with HSRs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Hazard Management forms from the OHSMS to identify workplace hazards which will become entries in the OHS Risk Register.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Conduct regular workplace inspections</th>
<th>Workplace Manager and/or Management OHS Nominee in consultation with HSRs or other relevant employees, visitors or contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Workplace Inspection Checklists for the classroom, office, technology, facilities, maintenance and grounds, and if necessary, amend them to suit the specific workplace.</td>
<td></td>
</tr>
<tr>
<td>Determine areas that will be regularly inspected.</td>
<td></td>
</tr>
<tr>
<td>Decide on the frequency of inspections (At a minimum this will be monthly; however, higher risk areas may be done more frequently).</td>
<td></td>
</tr>
<tr>
<td>Schedule the inspections into the OHS Activities Calendar and allocate responsibility for actions.</td>
<td>Workplace Manager in consultation with nominated person</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review workplace data</th>
<th>Workplace Manager in consultation with nominated person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review workplace data in order to identify existing or potential hazards.</td>
<td></td>
</tr>
</tbody>
</table>

### Assess Risks for each Hazard

<table>
<thead>
<tr>
<th>Assess risks by determining the ‘level of risk’ associated with each hazard</th>
<th>Workplace Manager and/or Management OHS Nominee in consultation with HSRs, nominated employee, OHS Committee other relevant employees, visitors or contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the OHS Risk Management Procedure.</td>
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<tr>
<td>Consult with relevant employees when conducting risk assessments.</td>
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</tr>
<tr>
<td>Document risk assessments using hazard specific risk assessment forms outlined in each OHS procedure.</td>
<td>Workplace Manager and/or Management OHS Nominee</td>
</tr>
<tr>
<td>If no hazard specific risk assessment form is available refer to the risk matrix in the OHS Risk Management Procedure to allocate a risk score to each hazard.</td>
<td></td>
</tr>
<tr>
<td>Ensure that an inherent and residual risk assessment is completed for each specific hazard in the OHS Risk Register.</td>
<td>Workplace Manager and/or Management OHS Nominee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workplace Manager and/or Management OHS Nominee</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace Manager in consultation with nominated person</td>
<td></td>
</tr>
</tbody>
</table>
#### Eliminate or Control the Risk

**Identify and implement the controls that are required to be in place for each hazard including safe work procedures for high/extreme risk tasks**

- Review the controls for each risk in the OHS Risk Register and develop a control strategy for every hazard which has been identified and assessed.
- Ensure control strategies are developed according to the principles of the hierarchy of control.
- Review the OHS Risk Register to identify tasks with an inherent risk level of high or extreme and which will require a Safe Work Procedure (SWP) or for Contractor works Safe Work Method Statements (SWMSs).
- Review the list of generic SWP templates and modify for the workplace making sure they are specific to the task.
- Ensure employees are trained and assessed as competent in the SWP. Training should be scheduled in the OHS Activities Calendar.
- Identify which pieces of equipment require students to be trained and assessed in safe use.
- Review proposed controls prior to implementation to ensure no new or unrelated hazards are created and test their effectiveness in eliminating or reducing the risk.
- Allocate responsibility and resources for implementing control measures.
- Ensure that those employees have the resources required for successful implementation.
- Inform all affected employees about the proposed controls and reasons for the change.
- Ensure adequate information, instruction, training and supervision is provided to employees, contractors, volunteers and visitors during the implementation of controls.
- Ensure relevant administrative controls e.g. forms and safe work procedures are updated.
- Update and review the OHS Risk Register.

**Workplace Manager and/or Management OHS Nominee**

#### Monitor and Review Controls

**Monitor and review the effectiveness of the controls which have been implemented to ensure the likelihood and consequences of a hazard occurring have been reduced or eliminated**

- Review control measures at regular intervals and when set triggers occur.
- Ensure the inherent risk rating is also reviewed to determine if controls are effective in reducing the residual risk.
- Advise HSR and employees if any controls are removed or added as a result of the review of controls.

**Workplace Manager and/or Management OHS Nominee**
OHS Risk Management Review Checklist

☐ The OHS Risk Register has been reviewed and reflects all risks in the workplace.
  - Risks that are not relevant at the workplace have been deleted from the OHS Risk Register; and
  - Risks that are relevant at the workplace but which are not on the OHS Risk Register have been identified and added; and
  - All relevant parties (i.e. HSR and employees) have agreed that the final version of the OHS Risk Register accurately reflects the risk profile of the workplace.

☐ The following registers have been developed and implemented in the workplace:
  - Dangerous Goods and Hazardous Substances Register (if applicable).
  - Hazardous Building Materials Register.
  - Electrical Equipment Register.

☐ Tasks with an inherent risk level of high or extreme in the OHS Risk Register have been identified.
  - Generic SWPs have been reviewed and adapted where relevant.
  - Where no generic SWP exists one has been created using the template provided.
  - Employees have been trained and assessed as being competent in the SWP and records of this are maintained.

☐ The effectiveness of implemented controls is monitored on a regular basis.
  - Workplace Inspection Checklists are used to monitor and review.
PART 4: Induction and OHS Training

Key information
It is essential that all employees, volunteers and contractors are appropriately inducted when commencing employment at a new workplace. Every role within the DEECD workplace has specific OHS responsibilities, each requiring particular levels of competency. These competencies must be identified to ensure that employees understand DEECD requirements and have the training necessary to undertake those responsibilities proficiently and safely.

OHS training is an integral part of an OHSMS and is necessary to ensure safe and effective implementation of health and safety policies and procedures. Training is also an essential tool to establish an active, preventative approach to occupational health and safety risk in the workplace.

The provision of information, instruction and training in a structured and timely way will enable employees, volunteers and contractors to perform their work in a manner that is without risk to their health and safety and that of other DEECD employees and students.

Related OHSMS Documents
Induction and OHS Training Procedure
OHS Induction Checklist
OHS Training Register
Training Needs Analysis
## Task List

The following table indicates the tasks that must be completed to implement the Induction and Training element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
</table>
| Ensure there is a system in place to induct employees into the workplace | • Review the OHS Induction Checklist and modify as required to ensure relevance to the specific workplace; and  
  • Record inductions on the OHS Induction Checklist at commencement of employment.                                                                       | Workplace Manager and/or Management OHS Nominee                                                          |
| Identify OHS training and competencies in the workplace               | • Ensure all job descriptions have OHS roles and competencies outlined in them;  
  • Identify OHS competencies required by the OHSMS procedures i.e. health and safety representative training, first aid officer training etc;  
  • Identify OHS competencies when establishing SWPs; and  
  • Document OHS competency requirements on the Training Needs Analysis.                                                                                         | Workplace Manager and/or Management OHS Nominee                                                          |
| Identify the OHS competencies of each individual and identify any gap in competencies which requires training | • Using the Training Needs Analysis complete the OHS Training Register for each individual employee; and  
  • Allocate the scheduling of training into the OHS Activities Calendar.                                                                                         | Workplace Manager, Management OHS Nominee, Domain Managers, relevant employees and HSRs                  |

### Further Information

**Contact:**
- DEECD OHS Advisory Service  
  1300 074 715  
- DEECD Regional OHS/WorkCover Advisors  
- DEECD Health, Safety and WorkCover Website  
- Employee Health Unit

### Induction and Training Review Checklist

- OHS Induction checklist has been reviewed and modified;  
- All employees have completed inductions and evidence of this has been recorded on the OHS Induction Checklist;  
- Job descriptions have OHS roles and competencies outlined;  
- OHS competencies are identified and requirements are recorded on the Training Needs Analysis; and  
- The OHS Training Register is completed for all employees.
PART 5: Contractor Management

Key information
DEECD has a legislative requirement under the Occupational Health and Safety Act 2004 (OHSA 2004) to take every reasonable action to ensure health and safety in operational activities, including the actions of contractors under DEECD’s control.

A contractor is a person, or an organisation, that provides a service for a fee but is not a direct employee of DEECD. Contractors may be self employed, have employees of their own or be engaged under a range of different employee arrangements. Most schools/workplaces are likely to engage specialist contractors from time to time to perform certain kinds of work. This could include capital works, refurbishment, maintenance, cleaning and grounds keeping.

It is important to understand that employers have the same duty of care towards contractors as they do to their employees. This means that a process must to be implemented to ensure all contractors engaged by a school or workplace must work safely when on site and do not introduce any unmanaged risks when undertaking the work they have been engaged to do. This includes conducting pre-commencement Contractor Induction, advising contractors of specific site hazards, sighting Safe Work Method Statements and acting on identified non-compliance of contractors to DEECD procedures.

Before commencing any works at any school or workplace, the Workplace Manager and/or Management OHS Nominee must ensure that the contractor completes DEECD’s OHS & E Online Induction.

Related OHSMS Documents
- Approved Contractor List
- Contractor Hazard Identification and Control Table
- Contractor Induction Checklist
- Contractor Management Procedure
- Non-Conformance Report
- Permit to Work
Task List

The following table lists the tasks that must be completed to implement the Contractor Management element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
</table>
| Establish a system for the engagement of contractors | • Identify services that require contractors.  
• Develop an Approved Contractor List which has contractors who comply with DEECD safety requirements. This includes:  
  - providing evidence of appropriate insurance; and  
  - providing documented safe systems of work. | Workplace Manager and/or Management OHS Nominee |
| Establish a system for inducting and managing contractors | • Ensure contractors complete the online OHS & E Induction;  
• Review the Contractor Induction Checklist to make sure it reflects specific hazards to the workplace e.g. traffic, work at height, asbestos, confined spaces etc; and  
• Establish a system to induct all contractors coming into the workplace. | Workplace Manager and/or Management OHS Nominee |
| Identify areas that require permits to work to be issued to contractors | • Identify tasks in the workplace that will require a permit to work. Working at height, hot work, confined space entry, repair/maintenance on plant and equipment and excavation work all require a permit to work; and  
• Record identified tasks on the local OHS Risk Register. | Workplace Manager and/or Management OHS Nominee |
| Ensure there is a sign in/sign out system for all visitors and contractors coming on site | • Implement sign in and sign out processes as per Contractor Management Procedure. | Workplace Manager and/or Management OHS Nominee |

Further Information

Contact:
- DEECD OHS Advisory Service 1300 074 715
- DEECD Regional OHS/WorkCover Advisors
- DEECD Health, Safety and WorkCover Website
- Employee Health Unit

Contractor Management Review Checklist

- Approved Contractor List has been developed;
- Contractor Induction Checklist has been reviewed;
- Site specific induction session has been developed using the templates provided;
- Areas requiring permits to work are identified and relevant permit to work templates are in place;
- Sign in/sign out system for all visitors/contractors coming on site is implemented; and
- Contractors have completed the online OHS & E Induction.
PART 6: OHS Purchasing

Key information
Health and safety hazards can be introduced into the workplace as a result of the purchase of goods and services e.g. plant and equipment or chemicals. Prior to any purchase hazards must be identified and assessed. Where a hazard has been identified as a result of a proposed purchase, any new or additional risks must be controlled when the item is delivered and/or stored in the workplace.

Other health and safety considerations when planning new purchases could include:

• Is the proposed purchase necessary to achieve the desired learning outcome?
• Is the proposed purchase the least hazardous item which will meet requirements?
• Are there safer alternatives?
• Are there any initial or ongoing maintenance requirements?
• Are there any other OHS risks which may arise once the item is on site e.g. manual handling, noise, and ergonomics?

Related OHSMS Documents
OHS Purchasing Procedure
OHS Pre-Purchase Checklist
Preferred Suppliers List
Receipt of Purchased Goods Checklist
Task List
The following table indicates the tasks and actions that must be completed to implement the OHS Purchasing element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
</table>
| Identify potential purchases that may introduce risk or have OHS implications for the workplace | • In consultation with HSRs and employees identify risks associated with goods or services to be purchased.  
• Determine OHS specifications for the item to be purchased (this includes considering design requirements).  
• Make sure goods comply with all relevant legislation and Australian standards. | Workplace Manager and/or Management OHS Nominee |
| Identify preferred suppliers of goods and services                    | • Identify preferred suppliers and develop Preferred Suppliers Checklist including relevant information in relation to supply/use/storage and disposal of goods.  
• Complete OHS Pre-Purchase Checklist prior to the purchase of any goods.  
• The relevant manager approves the purchase made from the list of preferred suppliers.  
• Complete the Receipt of Purchased Goods Checklist once the goods have been received. | Workplace Manager and/or Management OHS Nominee |
| Risk assessment for goods and items purchased                         | • Determine if there are any risks associated with use, delivery and storage which will need to be controlled including identification of appropriate training for employees and safe work procedures.  
• Update OHS Risk Register to include hazards identified from goods that have been purchased. | Workplace Manager and/or Management OHS Nominee |

Further Information
Contact:
• DEECD OHS Advisory Service 1300 074 715
• DEECD Regional OHS/WorkCover Advisors
• DEECD Health, Safety and WorkCover Website
• Employee Health Unit

OHS Purchasing Review Checklist
- Potential purchases that may introduce risk into the workplace are identified and risk assessments undertaken; and
- Purchasing processes and systems are in place and relevant individuals are familiar with the requirements of the OHS Purchasing Procedure.
PART 7: First Aid

Key information
It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured persons are provided with immediate and adequate treatment of injury and illness at DEECD workplaces.

DEECD workplaces differ in size and complexity. This will mean that first aid requirements will vary from one workplace to another and therefore must be determined locally through a consultative risk assessment process. In general, first aid requirements are:

- First Aid officers;
- First Aid training;
- First Aid kits; and
- A First Aid room.

The adequacy of the provision of first aid in the workplace should be reviewed annually. The workplace first aid needs may change if employee or student numbers change significantly.

Related OHSMS documents
First Aid and Infection Control Procedure
First Aid Risk Assessment Form
OHS Risk Register
OHS Training Register
First Aid Summary Sheet
Task List

The following table lists the tasks that must be completed to implement the First Aid element of the OHSMS.

<table>
<thead>
<tr>
<th>Task</th>
<th>Actions Required</th>
<th>Person Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess and record the first aid requirements of the workplace</td>
<td>• Use the First Aid Risk Assessment Form; and • Record outcomes on the OHS Risk Register.</td>
<td>Workplace Manager in consultation with the Management OHS Nominee, HSRs, First Aid Officers and employees</td>
</tr>
<tr>
<td>Ensure that First Aid Officer training is made available to First Aid Officers and kept current</td>
<td>• Determine training needs of First Aid Officers; • Schedule training into OHS Activities Calendar; and • Record outcomes on the OHS Training Register.</td>
<td>Workplace Manager or Management OHS Nominee</td>
</tr>
<tr>
<td>Complete and display the name and location of each First Aid Officer in the workplace</td>
<td>• Details of the training status, name and location of each First Aid Officer in the workplace to be maintained and referenced on the First Aid Summary Sheet. • This information should be displayed on the OHS Notice Board and close to the First Aid Kits.</td>
<td>Workplace Manager or Management OHS Nominee</td>
</tr>
<tr>
<td>First aid inspections are scheduled at the workplace</td>
<td>• Include scheduling of first aid inspections onto the OHS Activities Calendar to ensure first aid provisions are maintained.</td>
<td>Workplace Manager or Management OHS Nominee</td>
</tr>
</tbody>
</table>

Further Information

Contact:
- DEECD OHS Advisory Service 1300 074 715
- DEECD Regional OHS/WorkCover Advisors
- DEECD Health, Safety and WorkCover Website
- Employee Health Unit
- Worksafe Compliance Code-First Aid in the Workplace
- Victorian Government Schools Reference Guide Sections 4.4 and 4.5

First Aid Review Checklist

☐ First aid requirements of the worksite have been assessed;
☐ Outcomes have been recorded on the OHS Risk Register;
☐ First aid training needs have been determined and scheduled onto the OHS Activities Calendar;
☐ First aid information and signage displayed appropriately; and
☐ First aid inspections scheduled and included in the OHS Activities Calendar.

<table>
<thead>
<tr>
<th>Version</th>
<th>Section Amended</th>
<th>Amendment</th>
<th>Date Created</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
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