Occupational Health and Safety Assurance Program

School Assessment Guide

Contents

[Context and Objective of this Guide 2](#_Toc94789775)

[Assessment Approach and Testing Procedures 3](#_Toc94789776)

[Assessment Process – From Initial Contact to Next Steps 4](#_Toc94789777)

[Assessment Structure 5](#_Toc94789778)

[Occupational Health and Safety Management System Modules 8](#_Toc94789779)

[Key Modules 8](#_Toc94789780)

[OHS Planning 8](#_Toc94789781)

[OHS Consultation and Communication 9](#_Toc94789782)

[OHS Risk Management 11](#_Toc94789783)

[Incident Reporting and Management 12](#_Toc94789784)

[Workers’ Compensation 13](#_Toc94789785)

[Emergency and Critical Incident Management Planning 14](#_Toc94789786)

[First Aid and Infection Control 15](#_Toc94789787)

[OHS Induction and Training 17](#_Toc94789788)

[Contractors and Volunteers OHS Management 18](#_Toc94789789)

[Mental Health and Wellbeing 19](#_Toc94789790)

[Additional Modules 20](#_Toc94789791)

[Asbestos Management 20](#_Toc94789792)

[Chemical Management 22](#_Toc94789793)

[Electrical Safety 23](#_Toc94789794)

[Manual Handling 24](#_Toc94789795)

[Prevention of Falls when Working at Heights 25](#_Toc94789796)

[Plant and Equipment Management 25](#_Toc94789797)

[Slips, Trips and Falls 27](#_Toc94789798)

[Traffic Management 27](#_Toc94789799)

Context and Objective of this Guide

The Department of Education and Training (the Department) commenced implementation of an Occupational Health and Safety Management System (OHSMS) in 2009. Since this time the Department has strived to continuously improve and test the effective implementation of its OHSMS within schools and workplaces.

To support its commitment to continuous improvement and monitoring, the **Occupational Health and Safety (OHS) Assurance Program** (previously known as the OHS Audit Program) is conducted by the department’s Employee Safety, Wellbeing and Inclusion Division. The program provides proactive support to confirm schools are implementing the Department’s OHS MS, consistent with the *Occupational Health and Safety Act 2004* (Vic).

In 2022, the OHS Assurance Program has undertaken a series of improvements and will continue to provide a formal assessment of each school’s safety management practices – but with a refreshed, supportive approach.

This guide provides schools with relevant information to prepare for an OHS Assurance assessment process including the assessment approach and assessment criteria. An assessor will work closely with you during the process to discuss potential findings and observations. Once the assessment is completed you will receive an assessment report at eduSafe Plus including a set of actionable recommendations to assist you in improving safety performance.

Assessment Approach and Testing Procedures

The assessment approach aims to support schools and workplaces in effectively implementing the Department’s OHSMS to improve overall OHS performance.

In order to ensure the assessment is effective and is conducted within the allocated timeframe, the following assessment requirements have been defined:

1. The assessor should obtain sufficient and appropriate evidence to demonstrate implementation and adequate use of the OHSMS. The assessor will use professional judgment and exercise professional scepticism in evaluating the evidence quality, quantity sufficiency, relevance and reliability.
2. Evidence may include but is not limited to hard copies, interviews, digitalised or other electronic documents provided during the assessment only.
3. Only documents provided during the assessment will be considered as part of the assessment evidence. Document and/or evidence sent to us before or after the assessment will not be considered as part of the assessment.
4. If the assessor becomes aware of any risk that could lead to fatality or serious injury during the on-site assessment, the issue will be escalated to the Department immediately.

| Important |
| --- |
| To ensure compliance with the assessment requirements, we recommend all relevant stakeholders (listed on page 5) and documentation (digital and hard copy) be available on the day of the visit. |
| The assessment will need to be performed within the allocated timeframe. |

Assessment Process – From Initial Contact to Next Steps

| *Stage* | Pre-Assessment | | | | | Assessment | Post-Assessment | | | Follow-up | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Timeframe*** | Prior to each school term | At least 20 business days prior to assessment | At least 20 business days prior to assessment | At least 10 business days prior to assessment | At least 2 business days prior to assessment |  | Within 10 business days after the assessment | Within the management action due date period | Once all management actions have been closed out |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| ***Process*** | Assessment selection | Assessment booking | Assessment confirmation | Assessment reminder | Assessor call | Assessment occurs | Assessment report and school satisfaction survey | Management review, action, and evidence upload | Certificate of Completion | Targeted support | Monitoring |
|  | **Picture of an envelope** | **Picture of a phone** | **Picture of an envelope** | **Picture of an envelope** | **Picture of a phone** | **Picture of a people in a meeting** | **Picture of monitors** | **Picture of monitors** | **Picture of monitors** | **Picture of a people in a meeting** | **Picture of monitors** |
| ***Stakeholders*** | **The Department** | **EY** | **EY** | **EY** | **EY** | **EY and**  **Schools** | **EY and**  **Schools** | **Schools** | **EY** | **OHS Support Officers and Advisory Service** | **The Department** |
| ***Description*** | Upon receipt of this School Assessment Guide, initial contact has already been made with a phone call to book the assessment followed by a confirmation email.  Closer to the assessment you will receive a reminder email and a confirmation call from your assessor.  If you have any further questions or require any further information regarding this assessment, please email [vicschools.whs@au.ey.com](mailto:vicschools.whs@au.ey.com) or call +61 3 9655 2648. | | | | | Use this School Assessment Guide to assist with preparation for the assessment.  Be prepared to receive and support the assessor. | 1. Complete the school satisfaction survey which will be sent via email with the assessment report notification email. 2. The assessment report will be available on eduSafe Plus. 3. Review the assessment report with the assessment observations and management actions. 4. Follow the management actions and take action to close the assessment findings, uploading evidence at eduSafe Plus 5. For support with implementing the management actions please contact your [Regional OHS Support Officer](https://www.education.vic.gov.au/about/contact/Pages/regions.aspx) or the OHS Advisory Service on 1300 074 715 or safety@education.vic.gov.au. | | | Schools identified with high priority management actions will be contacted by their Regional OHS Support Officer to arrange for targeted support.  The Department will be monitoring implementation of management actions and may contact the school if timelines are not met. | |

Assessment Structure

The structure of the assessment has been designed to ensure all relevant elements of the OHSMS are effectively assessed within the defined timeframe. For this a physical space to conduct meetings and interviews will be required (e.g. office, desk or general working area) as well as access to OHS documents, IT systems and key stakeholders.

*Table 1* shows the suggested structure and timeframes of both the half day and full day assessments. Information is also provided on the relevant people to be interviewed during the assessment, including the following key employees:

* Workplace Manager (i.e. Principal)
* Return to Work Coordinator (RTWC)
* Management OHS Nominee
* Health and Safety Representative
* First Aid Officer
* Business Manager
* Chief Warden

It is important that you allocate a responsible person to greet the assessor and to support the assessment process throughout the visit. This person must be the Management OHS Nominee, the Principal or Workplace Manager as applicable.

A table listing the assessment criteria, example documented evidence and suggested key stakeholders that may be interviewed during the assessment is provided under the section, *Occupational Health and Safety Management System Modules* below. Using the table in this section, you will be able to prepare for the assessment effectively.

Please note that while the assessment approach is structured in order to test key elements of the OHSMS, there may be variations due to other factors such as priority elements set by the Department and/or the assessor’s observations during the assessment where the scope and structure of the assessment may vary and may be limited to only some elements of the OHSMS

**Table 1: Proposed Assessment Timetable**

| **#** | **Aspects to be Assessed** | **Relevant Stakeholders** | **Estimated duration for a Half Day Assessment** | **Estimated duration for a Full Day Assessment** |
| --- | --- | --- | --- | --- |
| **Assessment Opening** | | | | |
| 1 | Opening Meeting | Key people involved in the assessment process | 15 mins | 15 mins |
| 2 | Site Walkthrough  Sample observation locations:   * Classrooms * Staff rooms * Main office * First aid rooms * Art rooms * Science rooms * Technology rooms * Cleaners’ storage rooms * Car park areas | Workplace Manager, HSR, Management OHS Nominee | 30 mins | 45 mins |
| **Key Modules** | | | | |
| 3 | OHS Planning | Workplace Manager, HSR, Management OHS Nominee | 10 mins | 10 mins |
| 4 | OHS Consultation and Communication | Workplace Manager, HSR, Management OHS Nominee | 10 mins | 10 mins |
| 5 | OHS Risk Management | Workplace Manager, HSR, Management OHS Nominee | 10 mins | 30 mins |
| 6 | Incident Reporting and Management | Workplace Manager, HSR, Management OHS Nominee | 10 mins | 30 mins |
| 7 | Workers Compensation | Workplace Manager, RTWC, Business Manager | 20 mins | 40 mins |
| 8 | Emergency and Critical Incident Management Planning | Workplace Manager, HSR, Management OHS Nominee, Chief Wardens | 10 mins | 15 mins |
| 9 | First Aid and Infection Control | First aid officers | 10 mins | 15 mins |
| 10 | OHS Induction and Training | Workplace Manager, HSR, Management OHS Nominee | 10 mins | 15 mins |
| 11 | Contractors and Volunteers OHS Management | Workplace Manager, HSR, Management OHS Nominee, Business Manager | 10 mins | 15 mins |
| 12 | Mental Health and Wellbeing | Workplace Manager, HSR, Management OHS Nominee, Business Manager | 10 mins | 30 mins |
| **Additional Modules** | | | | |
| 13 | Asbestos Management | Workplace Manager, HSR, Asbestos Coordinator | 55 mins | 120 mins |
| 14 | Chemical Management (General) | Workplace Manager, HSR, Facilities Manager |
| 15 | Chemical Management (Laboratory) | Chemistry/ Science Teacher  Lab Technician |
| 16 | Electrical Safety | Workplace Manager, HSR |
| 17 | Manual Handling | Workplace Manager, HSR |
| 18 | Prevention of Falls when Working at Heights | Facilities Manager |
| 19 | Plant and Equipment Management | Woodwork Teacher |
| 20 | Slips, Trips and Falls | Workplace Manager, HSR |
| 21 | Traffic Management | Workplace Manager, HSR |
| **Assessment Closing** | | | | |
| 22 | Assessment Review | Assessor time for reviewing documentation and preparing the closing meeting.  Key stakeholders involved during the assessment may be required. | 15 mins | 30 mins |
| 23 | Final Meeting | Workplace Manager, HSR, Management OHS Nominee | 15 mins | 30 mins |
| **Total Time** | | | **4 hours** | **7.5 hours** |

Occupational Health and Safety Management System Modules

The assessment comprises multiple criteria of the Department’s OHSMS requirements. The assessment tool has been developed from key aspects of the OHSMS requirements that were considered to be relevant to schools and workplaces.

The following pages define the assessment criteria and provide further information about the criteria to assist schools and workplaces with interpretation and understanding of the assessment procedures. If this information is used to prepare for the visit, the assessment will be performed effectively, within the allocated timeframes and accurately reflect the schools and workplaces performance in implementing the OHSMS requirements.

The elements and criteria that will be assessed during the assessment are described below. This section is split into Mandatory and Optional modules.

Optional modules will be assessed according to the hazard risk priority of the school and as set out by the Department and would typically include three modules for half day assessments, and five modules for full day assessments (as indicated in your assessment confirmation email).

Key Modules

OHS Planning

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 by the Department to ensure a planned and systematic approach to OHS is adopted.

Aspects assessed during the assessment include:

* Implementation and review of the OHS Activities Calendar
* Allocation of the responsible person(s) and resources

| **PAL OHSMS Topic:** [**OHS Planning Policy**](https://www2.education.vic.gov.au/pal/ohs-planning) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| Activities in OHS Activities Calendar or equivalent template are reviewed for their applicability to the workplace. | Copy of the updated OHS Activities Calendar or equivalent. |
| Planned activities are implemented via the allocation of responsibility and resources in the OHS Activities Calendar or equivalent template. | Copy of the updated OHS Activities Calendar or equivalent including names of responsible persons for the defined activities. |
| Employees are aware of the procedures for completing activities and the relevant documentation required to record the outcome of the activity. | Copy of:   * Updated OHS Activities Calendar * Meeting minutes * Emails * Records of activities being performed |
| The OHS Activities Calendar or equivalent template is reviewed monthly with a formal review to be conducted on an annual basis. | Copy of:   * Updated OHS Activities Calendar * Meeting Minutes * Interviewees statements |

OHS Consultation and Communication

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 the Department.

Aspects assessed during the assessment include:

* Health and Safety Representatives
* Communication forums
* OHS information and communication.

| **PAL OHSMS Topic:** [**OHS Consultation and Communication**](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-consultation-and-communication) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| An OHS Notice Board is established that contains the mandatory items, as per the OHS Notice Board Guide. | OHS Notice Boards observed during site walkthrough |
| Forums (e.g. staff meetings) are established where OHS is discussed as a standing agenda item. This forum(s) is to occur at least once a month (or as otherwise agreed locally, based on the school’s context and risk profile). | Copy of:   * Meeting Minutes/Agendas * Updated OHS Activities Calendar * Newsletters |
| Designated work groups (DWG) must be established. The DWG is to be established or varied by negotiation with consideration to:   * The number of employees at the school * The nature of work performed * The number and grouping of employees who perform * The same or similar role * The areas at the school where each type of work is performed * The nature of OHS hazards and level of risk at the school | Copy of:   * OHS Committee meeting minutes * Written correspondence * Attendance records |
| An HSR must be given the opportunity to attend the WorkSafe Approved five-day Health and Safety Training and annual one-day refresher. | Copy of:   * OHS Training Plan/Register * OHS Training Matrix * Enrolment forms * Written correspondence * Attendance certificate/records |
| The workplace is to determine the process for employees to nominate themselves for consideration for an HSR or DHSR position (e.g. verbal, written, etc.). If no nominations for HSRs are received, the Workplace Manager and/or Management OHS Nominee should:   * Record that no nominations were received * Communicate to all employees that no nominations were received * Schedule another call for nominations in twelve months, or within an agreed timeframe. | Copy of:   * Emails * Newsletters * Nomination form * Meeting minutes |
| If requested by the HSR, the principal and/or their delegate must establish a health and safety committee within 3 months of the request. | Copy of:   * Emails * Newsletters * Nomination form * Meeting minutes. |
| At least half of the members of the health and safety committee must be employees and, so far as is reasonably practicable, health and safety representatives and deputy health and safety representatives. | Copy of:   * Emails * Newsletters * Meeting minutes. |
| The health and safety committee once established must meet at least once every 3 months and at any other time if at least half of its members require a meeting. | Copy of:   * Emails * Newsletters * Meeting minutes. |

OHS Risk Management

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

The Department 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.

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

Aspects assessed during the assessment include:

* OHS Risk Register
* OHS hazard identification
* OHS risk assessment adequacy
* OHS hazard management and control implementation
* OHS workplace inspections.

| **PAL OHSMS Topic:** [**OHS Risk Management**](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| Modification of the generic OHS Risk Register(s) to meet the needs of the individual school. | Copy of updated OHS Risk Register |
| The OHS Risk Register is reviewed at least on an annual basis. | Copy of updated:   * OHS Risk Register * OHS Activities Calendar |
| Quarterly inspections (once a term) are to be conducted using the relevant Workplace Inspection Checklist or equivalent template. | Copy of:   * Completed OHS Inspection checklists * OHS Activities Calendar |
| If a hazard is identified whilst conducting an inspection, it is to be documented in the Action Plan section of the relevant Workplace Inspection Checklist. | Copy of:   * Completed OHS Inspection checklists |

Incident Reporting and Management

It is necessary to monitor the workplace conditions and gather information about potential hazards and to have processes in place to act on the information obtained. Where accidents or incidents occur, they must be reported, and an investigation is carried out to determine the underlying causes and implement risk controls to prevent recurrence of the event.

Aspects assessed during the assessment include:

* Incident management
* Incident reporting
* Incident investigation.

| **PAL OHSMS Topic:** [**Reporting and Managing School Incidents**](https://www2.education.vic.gov.au/pal/reporting-and-managing-school-incidents-including-emergencies) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| All identified hazards and incidents involving employees, volunteers, visitors, contractors and members of the public are reported onto eduSafe Plus.  eduSafe Plus reports are closed out by developing and implementing an ‘action plan’ to address the hazard or incident in order to manage the risk and to prevent a reoccurrence. | Copy of:   * Completed eduSafe Plus record * Completed eduSafe Plus action plan |
| Following the immediate response to the incident, an assessment of the incident’s severity rating is undertaken using the Severity Rating Decision-making Matrix. Incidents are rated as either:   * Extreme (Red) * High (Orange) * Medium (Yellow) * Low (Blue) | Copy of incident’s severity rating undertaken using the Severity Rating Decision-making Matrix |
| Incidents rated as Extreme, High or Medium must be reported to the Incident Support and Operations Centre (ISOC) on 1800 126 126 for immediate advice and coordination of Area-based supports. | Copy of:   * Completed eduSafe Plus record demonstrating the Incident Support and Operations Centre (ISOC) has been contacted |
| WorkSafe must be contacted on 13 23 60 to report Notifiable Incidents immediately after becoming aware that an incident has occurred.  WorkSafe must be provided with a completed incident notification form within 48 hours.  A formal incident investigation must be conducted within 24 hours of the notifiable incident, where possible, using the Hazard and Incident Investigation Template or equivalent. | Copy of:   * Completed eduSafe Plus record demonstrating WorkSafe has been contacted * Completed WorkSafe incident notification forms * Investigation records |

Workers’ Compensation

Where worker injuries have resulted in a worker claim, the claim must be managed effectively in order to ensure the employee is supported throughout the claims process and that they return to work as soon as practicable.

Aspects assessed during the assessment include:

* Claims management
* Claims reporting

| **PAL OHSMS Topic:** [**Workers Compensation**](https://www2.education.vic.gov.au/pal/workers-compensation) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| The following must be lodged with the WorkSafe Agent within 10 calendar days of receiving:   * The Workers Injury Claim Form * The completed Employer's Injury Claim Report * The employee's Certificate of Capacity | Copy of:   * WorkSafe lodgement confirmation receipts * Emails * Facsimile confirmation |
| A return to work coordinator is appointed. | Written correspondence of acceptance of appointment to the return to work coordinator role |
| The return to work coordinator must:   * Have an appropriate level of seniority (for example, Assistant Principal, Business Manager) and is competent to assist the principal or their delegate meet return to work obligations * Appropriately trained (for example, attended the WorkSafe accredited two day RTW Coordinator Roles and Responsibilities Training) | Copy of:   * Position Description of the return to work coordinator * Attendance certificate/records * Training certificates |
| Suitable employment must be provided to the injured employee even if they have an incapacity for work.  Employers must provide 52 weeks of suitable employment options to injured employees however the Department encourages workplaces to continue to provide suitable employment options post this date when reasonable to do so. | Copies of written correspondence for relevant information about the return to work arrangements, including:   * Workplace support considerations * Assessed and proposed options for suitable return to work arrangements * Duration of work |
| An employee’s return to work must be planned by providing the employee with clear, accurate and current details of their return to work arrangements. | Copies of written correspondence for relevant information about the return to work arrangements, including:   * Workplace support considerations * Assessed and proposed options for suitable return to work arrangements * Monitoring of workers progress |

Emergency and Critical Incident Management Planning

The Department is committed to providing a safe and secure environment for all employees, contractors, visitors and students. Every school and workplace in Victoria is required to have an Emergency Management Plan (EMP).

Aspects assessed during the assessment include:

* Development and review of emergency management planning
* Emergency testing procedures.

| **PAL OHSMS Topic:** [**Emergency and Critical Incident Management Planning**](https://www2.education.vic.gov.au/pal/emergency-critical-incident-management-planning) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| A current Emergency Management Plan (EMP) is signed off by the principal that is reviewed at least annually by 1 September and following an emergency or critical incident.  The EMP must be completed by government schools using the Online EMP Portal | The Emergency Management Plan (EMP) is completed using the Online EMP Portal and is current. |
| The EMP must be informed by a site-specific comprehensive risk assessment relating to:   * Circumstances that pose a critical risk to the health, safety or wellbeing of one or more students or staff * Incidents requiring school closure, lockdown, or affecting the school’s ability to operate fully | The Emergency Management Plan (EMP) has a site-specific comprehensive risk assessment. |
| Schools must test emergency arrangements for core emergency response procedures for a variety of emergency scenarios such as a fire in the neighbourhood, intruder, or loss of an essential service, at least quarterly per annum. | Copy of:   * Emergency Response Drill Schedule * Emergency Response Drill Observation Checklist * OHS Activities Calendar * Emergency Evacuation Exercise Debrief Minutes * Emergency Drill Reports |
| Schools must document outcomes and lessons from the drill, with any required changes to response arrangements, incorporated into their EMP. | Copy of:   * Emergency Response Drill Observation Checklist * Emergency Evacuation Exercise Debrief Minutes * Emergency Drill Reports * The Emergency Management Plan (EMP) |

First Aid and Infection Control

It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured persons are provided with immediate and adequate treatment in the case of injury and/or illness at Department schools or workplaces.

Department 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.

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

Aspects assessed during the assessment include:

* First aid risk assessment
* First aid requirements implementation
* Infection prevention and control
* First aid training.

| **PAL OHSMS Topics:** [**First Aid for Students and Staff**](https://www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy)**,** [**Blood Spills and Open Wounds Management**](https://www2.education.vic.gov.au/pal/blood-spills-and-open-wounds-management) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| All school staff must be familiar with the school’s first aid procedures related to blood spills and bleeding students. | * Interviews with First Aid Officers and/or responsible persons * Safe Work Procedure for Cleaning and Handling of Blood and Body Fluids |
| The school has the required minimum number of first aid facilities (rooms or sick bays and kits) based on the number of staff and students at the school as follows:   * Less than 50: 1 first aid kit * 50 to 199: 4 first aid kits * 200 to 399: 6 first aid kits * 400 to 599: 8 first aid kits * 600 to 799: 10 first aid kits and a first aid room with a bed and stretcher * 800 to 999: 12 first aid kits (including specific 'type of incident' treatment) and a first aid room with a bed and stretcher * More than 1000: 12 plus 1 kit for every additional 100 staff and students, a first aid room with a bed and stretcher | * Site inspection and walkthrough * First Aid Officer list * First Aid Kits Reviews * First Aid Rooms inspections |
| The school has the minimum requirements when establishing a first aid room as follows:   * Personal protective equipment (eye protection, gloves, apron/gown) * Resuscitation mask * Electric power points * Sharps disposal system * Biohazard waste container and sanitary waste bin * Work bench or dressing trolley * Storage cupboards * Sink (with hot and cold water) * First aid kit appropriate for the workplace * Blankets and pillows * An upright chair * Desk and telephone * List of emergency telephone numbers * First Aid Summary Sheet displayed * Stretcher (if a need is identified using First Aid Risk Assessment) | * First Aid Rooms inspections * First Aid Summary Sheet * Emergency management contact details |
| Regular inspections of first aid facilities, including a review of the first aid kits on site, are scheduled into the OHS Activities Calendar or equivalent template and conducted using the First Aid Kit Contents Checklist or equivalent template. | Copy of:   * Completed First Aid Kits Contents Checklist * Inspection Records * OHS Activities Calendar |
| The first aid requirements of the workplace are assessed by completing a First Aid Risk Assessment in consultation with the Health and Safety Representative (HSR) and (or) first aid officer(s). The assessment is to include:   * Size and layout of the school * High risk areas (technology, food technology, science) * Number of campuses * The number of staff and students in the school * The nature of hazards * The previous incidents and injuries * Authorised after-hours programs * The nature and location of regular school excursions and camps school leased or owned vehicles * Location of the school (for example, proximity to medical facilities). | Copy of:   * Completed First Aid Risk Assessment * Coordination emails * Meeting minutes |
| The First Aid Summary Sheet or Emergency Management Contact Details Sheet must be completed and should include the details of the current first aid officer(s) and be displayed in the first aid room or sickbay (in close proximity to first aid kits) and on the OHS notice board. | * First Aid Areas * First Aid summary sheet * Emergency management contact details * Site inspection and walkthrough |
| First Aid Officers have completed a recognised first aid training course that meets the requirements of HLTAID011 – Provide First and HLTAID009 – Provide cardiopulmonary resuscitation.  Basic First Aid training (HLTAID011) must be completed every 3 years, while a refresher course in CPR (HLTAID009) must be completed annually. | Copy of   * OHS Training Plan/Register * OHS Training Matrix * Training certificates |

OHS Induction and Training

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

Aspects assessed during the assessment include:

* OHS induction content
* OHS training needs and provision of training
* OHS mandatory online training

| **PAL OHSMS Topic:** [**OHS Induction and Training**](https://www2.education.vic.gov.au/pal/ohs-induction-training) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| All employees have a learning plan in place that meets the OHS training requirements for their role. | Copy of:   * OHS Training Plan/Register * OHS Training Matrix |
| The principal and/or their delegate, in consultation with the Health Safety Representative (HSR) and employees must:   * Identify and schedule OHS training for each employee, in accordance with the requirements set out in the OHS Induction and Training Procedure. This training must meet the OHS requirements for their role * Ensure the provision of adequate information, instruction and training in a structured and timely manner to ensure employees, contractors and volunteers understand their health and safety obligations and that they are competent to perform tasks associated with their roles safely * Ensure that all employee training records are kept up to date and reviewed when training needs are identified | Copy of:   * OHS Training Plan/Register * OHS Training Matrix * Coordination emails * Meeting minutes |
| The OHS Training Planner / Register or equivalent template is kept up to date and reviewed when training needs are identified. | Copy of:   * OHS Training Matrix * OHS Activities Calendar |
| The principal and/or their delegate in consultation with the Health and Safety Representative (HSR) and employees, identify and schedule OHS training into the OHS Training Planner / Register or equivalent template for each employee to assist in closing competency gaps. | Copy of:   * OHS Training Plan/Register * OHS Training Matrix * Coordination emails * Meeting minutes |

Contractors and Volunteers OHS Management

It is important to understand that employers have the same duty of care towards contractors and volunteers as they do to their employees. This means that a process must be implemented to ensure all contractors and volunteers engaged by a school or workplace work safely when on site and do not introduce any unmanaged risks when undertaking the work they have been engaged to do.

Aspects assessed during the assessment include:

* Contractor Register
* Contractor OHS Induction
* Volunteer OHS Induction
* Provision of safe work method statements
* Communication of hazards.

| **PAL OHSMS Topics:** [**Contractor OHS Management**](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy)**,** [**Volunteer OHS Management**](https://www2.education.vic.gov.au/pal/volunteer-ohs-management) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| Approved contractors must be recorded in the Contractor Register or equivalent template. The equivalent template must include the following information:   * Company name * Individual contractor name * Services provided * Address * Telephone number * Email address * Licence details (for example, electrician licence number) * Current COVID-19 vaccination information * Public Liability Insurance expiry date * Workers’ Compensation Insurance expiry date (not required for sole traders) * Induction date * Completion of SWMS | Copy of populated Contractor Register |
| All contractors and sub-contractors are inducted using the Contractor OHS Induction Checklist or equivalent template. | Copy of signed Contractor OHS Induction Checklist |
| Contractors and sub-contractors must sign in or sign out and a visitor’s pass is to be issued and worn by the contractor at all times while remaining on school premises. | * Sign in-out register (Online or hard copy register) * Available visitors pass |
| A contractor must supply a SWMS or equivalent, prior to the commencement of works, based on the level of risk or as mandated by the Department for the high-risk work. | Signed Safe Work Method Statements (SWMS) |
| The principal or their delegate and the contractor are to complete, sign and prominently display the Confined Space Entry Permit, authorising entry and completion of works conducted in the confined space. | Copy of the signed Confined Space Entry Permit |
| The level of risk associated with the task must be assessed using the Risk Assessment Template or equivalent. | Completed Risk Assessment Template |
| All volunteers are inducted using the Volunteer OHS Induction Checklist. | Copy of signed Volunteer OHS Induction Checklist |
| Volunteers working where there is a potential to fall two metres or more, must be trained in the competency-based Work Safely at Heights Training Course (RIIWHS204D).  Volunteers must also supply a Safe Work Method Statement (SWMS) or equivalent for any tasks where there is the potential to fall two metres or more, as mandated by the Department. | * Training certificates * Signed Safe Work Method Statements (SWMS) |

Mental Health and Wellbeing

The workplace needs to be an environment that is, so far as is reasonably practicable, safe and without risk to psychological health. Psychological hazards and their causes/relevant factors associated with employee mental health and wellbeing must be are identified so that risks are assessed and controlled, information and training are provided, and records are maintained.

Aspects assessed during the assessment include:

* Claims management
* Claims reporting

| **PAL OHSMS Topics:** [**Mental Health and Wellbeing - Employees**](https://www2.education.vic.gov.au/pal/mental-health-and-wellbeing-employees/policy)**,** [**Work Related Violence in Schools**](https://www2.education.vic.gov.au/pal/work-related-violence-schools) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| The following three hazards are to be identified in the school’s OHS Risk Register:   * Workplace bullying * Work-related violence * Student challenging behaviour | Copy of updated OHS Risk Register |
| The principal and/or their delegate, in consultation with the HSR and employees, are to identify and record the contributing workplace factor(s) that alone, or in combination, may contribute to a mentally unsafe working environment or the work-related violence (WRV) risk in the workplace. | Copy of:   * Updated OHS Risk Register * Emails * Meeting minutes |
| The principal and/or their delegate in consultation with the Health and Safety Representatives (HSR) and employees, must eliminate or reduce the level of risk associated with work-related risk factors that may cause a mental health injury or work-related violence (WRV), so far as is reasonably practicable.  The principal and/or their delegate should consult the HSR and relevant employees and record the current risk controls in the Occupational Health and Safety (OHS) Risk Register.  The principal and/or their delegate are required to monitor and review the effectiveness of implemented risk controls on a regular basis (for example, quarterly) in consultation with HSR and relevant employees. | Copy of:   * Updated OHS Risk Register * Emails * Meeting minutes * OHS Activities Calendar |
| All mental health and wellbeing incidents and injuries must be reported on eduSafe Plus. | Copy of completed eduSafe Plus records |
| All work-related violence incidents and injuries must be reported on eduSafe Plus. | Copy of completed eduSafe Plus records |
| Where student challenging behaviours pose a safety risk that is rated ‘High’ or ‘Extreme’, a functional behaviour assessment is recommended and a behaviour support plan is required. | Copy of:   * Functional behaviour assessment * Behaviour support plan |
| Staff likely to be affected by student challenging behaviours must be briefed on/trained in the individual plans for students with challenging behaviours. | Copy of:   * OHS Training Plan/Register * OHS Training Matrix * Training certificates |

Additional Modules

Asbestos Management

Schools and workplaces must be are aware of their health and safety obligations relating to asbestos management and comply with regulatory and Department requirements for asbestos management by implementing a School Asbestos Management Plan.

| **PAL OHSMS Topic:** [**Asbestos Management**](https://www2.education.vic.gov.au/pal/asbestos) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| A current School Asbestos Management Plan (SAMP) is required regardless of whether or not there is any known or assumed ACM on the school site. The principal and/or their delegate must ensure that the SAMP is reviewed annually.  The principal or their delegate and/or asbestos coordinator must ensure that:   * The school has a current Division 5 Asbestos Audit Report dated within the last 5 years * The school has an Asbestos Register and Asbestos Label Register * Quarterly visual inspections of workplace facilities, where ACM and asbestos labels have been identified and recorded (refer to Division 5 Asbestos Audit Report), are undertaken and scheduled in the OHS Activities Calendar * The results of each visual inspection are recorded on the Asbestos Register and Asbestos Label Register, respectively, including any recommended actions * All records are retained permanently | Copy of:   * School Asbestos Management Plan (SAMP) * Current Division 5 Asbestos Audit Report * Asbestos Register * Asbestos Label Register * Records of visual inspections * OHS Activities Calendar |
| School buildings are labelled to indicate the presence of Asbestos Containing Material (ACM) and damaged asbestos labels are replaced. | Site inspection and walkthrough |
| The principal and/or their delegate must appoint an asbestos coordinator. | Written correspondence of acceptance of appointment to the asbestos coordinator role |
| The asbestos coordinator must undertake asbestos awareness training, by:   * Completing the online Asbestos Management eLearning Module every two years * Attending one of the face-to-face Asbestos Management Information and Training Sessions, which are provided as part of the Department’s annual Bricks and Mortar Training, every five years | Copy of:   * Attendance certificate/records * Training certificates * OHS Training Matrix |
| The Department must be contacted prior to commencing any asbestos removal works at the school by contacting the asbestos reform team.  In addition, a Division 6 Hazardous Building Materials Audit is required before undertaking works that may include demolition, refurbishment, installation of new equipment, hanging displays, painting, soil works, excavation works and so on. | Copy of:   * Emails * Division 6 Hazardous Building Materials Audit |

Chemical Management

Schools are required to ensure that risks associated with the storage, handling, use and disposal of chemicals in schools are effectively managed.

| **PAL OHSMS Topic:** [**Chemical Management**](https://www2.education.vic.gov.au/pal/chemical-management) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| For all chemicals onsite, the current Safety Data Sheets (SDS) (issued within the last five years) must be accessible.  Current means first prepared, or reviewed, within the last 5 years. | Safety Data Sheets (SDS) |
| All dangerous goods and hazardous chemicals are recorded in the school’s Chemical Register, or equivalent template. | Chemical Register, or equivalent template |
| No new dangerous goods and/or hazardous chemicals are introduced into the workplace without first obtaining the manufacturer’s SDS and completing the OHS Purchasing Checklist template. | Copy of:   * Safety Data Sheets (SDS) * Completed OHS Purchasing Checklist |
| All dangerous goods and hazardous chemicals are labelled, including storage containers, mixtures of chemicals, decanted chemicals and enclosed systems and appropriate signage is displayed (if required).  The label on the container in which the dangerous good and/or hazardous chemical is supplied must remain intact, legible and unaltered. | Site inspection and walkthrough |
| Training and Personal Protective Equipment (PPE) is provided for employees who may be exposed to dangerous goods and hazardous chemicals. | Site inspection and walkthrough  Copy of:   * Attendance certificate/records * Training certificates * OHS Training Matrix |
| A risk assessment is conducted using the Risk Assessment Template or equivalent by the Science Coordinator and/or Science Teachers for any new or existing science experiments in the classroom. | Completed Risk Assessment Template |
| The storage of chemicals is conducted in accordance with Guidance Sheet 1 Chemical Storage. | Site inspection and walkthrough |
| Ventilation (mechanical and natural) is in place for the safe use and storage of chemicals (for example, fume cupboards, exhaust fans). | Site inspection and walkthrough |
| All purpose-built cupboards, cabinets and refrigerators for storing chemicals are labelled to indicate the type and class of chemicals being stored in them. | Site inspection and walkthrough |
| Dangerous goods, hazardous chemicals and chemical waste are disposed of as per the SDS and with reference to Guidance Sheet 6 Hazardous Chemical Disposal. | * Site inspection and walkthrough * Copy of disposal records by a licenced chemical disposal company. |

Electrical Safety

Electrical equipment risk needs to be managed by ensuring that all electrical equipment is tested and tagged and all results are added on the Electrical Equipment Register or equivalent. All employees at schools or the workplace must take reasonable care for their health and safety and the safety of others who may be affected by their actions or omissions.

| **PAL OHSMS Topic:** [**Electrical Safety**](https://www2.education.vic.gov.au/pal/testing-and-tagging-electrical-equipment) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| All identified electrical equipment is recorded on the Electrical Equipment Register or equivalent. This can include the electrical equipment test report provided by a testing and tagging contractor. If an equivalent template is used ensure it includes the following requirements:   * Equipment name * Location * Test date * Next test date * Pass/fail * Tag number | Copy of:   * Equipment Register * Electrical equipment test report |
| All electrical equipment is to be tested and tagged by a competent person.  A competent person is either a licensed electrician or an individual who has completed the nationally accredited course, UEENEEP026A. | * Site inspection and walkthrough * Electrical equipment test report |
| All items of electrical equipment that failed the electrical test and/or are deemed unsafe are isolated and tagged out as per the Equipment Isolation and Tag Out Policy. | * Site inspection and walkthrough * Electrical equipment test report * Isolation and Tag Out Register |
| Power boards obtained must comply with Australian Standards, AS/NZS 3105, and be tested in accordance with the Testing and Tagging of Electrical Equipment Frequency Guide.  Where extension leads are used, they comply with Australian Standards, AS/NZS 3199, and be tested in accordance with the Testing and Tagging of Electrical Equipment Frequency Guide. | * Site inspection and walkthrough * Electrical equipment test report |

Manual Handling

Hazardous manual handling undertaken, or to be undertaken needs to be identified and then assessed, controlled, monitored and reviewed to effectively manage any associated musculoskeletal risks.

| **PAL OHSMS Topic:** [**Manual Handling**](https://www2.education.vic.gov.au/pal/manual-handling) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| The principal and/or their delegate must identify hazardous manual handling tasks undertaken in the workplace in consultation with employees and health and safety representatives (HSR).  A summary of these tasks should be included in the ‘Hazard Description’ column of the OHS Risk Register.  The level of risk for tasks that have been identified as potentially hazardous must be assessed, taking into account the current risk controls implemented.  The assigned level of risk must be recorded in the OHS risk register and/or Risk Assessment Template or equivalent. | Copy of:   * Updated OHS Risk Register * Emails * Meeting minutes * Completed Risk Assessment Template |
| A Safe Work Procedure (SWP) must be developed and displayed adjacent to where the hazardous manual handling task is to be carried out. | * Site inspection and walkthrough * Safe Work Procedure (SWP) |
| All employees, visitors and casual relief teachers are informed about the potential hazardous manual handling tasks and risk controls, by:   * Having all employees complete the Manual Handling eLearning Module * Presenting the Manual Handling Awareness Training to employees | Copy of:   * Attendance certificate/records * Training certificates * OHS Training Matrix |

Prevention of Falls when Working at Heights

No Department employee is permitted to work at height, unless their role specifically requires them to do so, and they have undertaken the required training. Schools and workplaces need to manage the risks when the employee’s role requires them to work at heights.

| **PAL OHSMS Topic:** [**Prevention of Falls when Working at Heights**](https://www2.education.vic.gov.au/pal/prevention-falls-when-working-heights) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| Identified prevention of fall tasks are to be recorded in the ‘Hazard Type’ column of the OHS Risk Register.  The principal and/or their delegate, in consultation with Health and Safety Representatives and employees are to identify, implement and record risk controls to manage the prevention of falls in the OHS Risk Register using the Hierarchy of Controls. | Copy of:   * Updated OHS Risk Register * Coordination emails * Meeting minutes |
| All employees who as part of their role are required to work at height, are trained in competency-based work safely at heights training course (RIIWHS204E). | Copy of:   * OHS Training Matrix * Training certificates |
| An employee who as part of their position description, is permitted to work at height (2 metres or above) or near an excavation site is to complete a risk assessment using the Risk Assessment Template or equivalent template. | Completed Risk Assessment Template |
| All contractors performing any tasks where there is the potential to fall 2 meters or more are required to supply a Safe Work Method Statement (SWMS) or equivalent, as mandated by the Department.  The contractor and principal and/or their delegate must review and sign the SWMS to verify it has been sighted and retain a copy. | Signed Safe Work Method Statements (SWMS) |

Plant and Equipment Management

Schools and workplaces must provide or maintain plant and equipment (e.g. machinery, appliances, or tools), so far as is reasonably practicable, that is safe and without risk to health. They must lead a systematic approach to identify, assess and control hazards associated with plant and equipment in their workplace/s using the Hierarchy of Controls.

| **PAL OHSMS Topic:** [**Plant and Equipment Management**](https://www2.education.vic.gov.au/pal/plant-and-equipment-management) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| The principal and/or their delegate must identify all plant and equipment within the workplace in consultation with the Health and Safety Representative (HSR) and employees and record this information in the Plant and Equipment Register or equivalent. | Copy of:   * Plant and Equipment Register * Coordination emails * Meeting minutes |
| A risk assessment must be completed and documented in the Plant and Equipment Risk Management Form or equivalent for each identified hazardous item of plant and equipment. | Equipment Risk Management Form |
| The OHS Purchasing Checklist is completed prior to the purchase or acquisition of plant and equipment | Completed OHS Purchasing Checklist |
| The principal and/or their delegate in consultation with the HSR and employees are to ensure suitable controls, as outlined in the OHS Risk Management Procedure, are selected and implemented where plant and equipment risks are identified. | * Site inspection and walkthrough * Updated OHS Risk Register |
| Plant and equipment that is identified as being unsafe must be isolated and tagged as per the Equipment Isolation and Tag Out Procedure. | * Site inspection and walkthrough * Electrical equipment test report * Isolation and Tag Out Register |
| Teachers are required to have the necessary qualifications as outlined in the Victorian Institute of Teaching (VIT) Qualification for Teacher Registration Qualification Policy to enable them to teach Materials Technology in schools. This shall be supplemented by successful completion of relevant modules of the Safe Use of Machinery in Technology Teaching course. | Copy of:   * OHS Training Matrix * Training certificates |
| Records of inspections and maintenance must be kept for each item of plant and equipment. This includes scheduled maintenance, breakdown maintenance and replacement of parts (e.g. blades and belts) outside the scheduled maintenance program. | * Site inspection and walkthrough * Plant and Equipment Maintenance Form |
| WorkSafe Victoria requires the operator of certain items of plant and equipment (Schedule 3 of the Victorian Occupational Health and Safety Regulations — High Risk Work Licence Classes) to hold a relevant licence. A photocopy of the current licence must be collected by the principal or their delegate and retained in the training records. | Copy of:   * OHS Training Matrix * Operator licences |

Slips, Trips and Falls

Schools and workplaces must identify slips, trips and falls hazards and manage the reduction of risk using the Hierarchy of Controls. Schools and workplaces must promote awareness for all employees in the prevention of slips, trips and falls.

| **PAL OHSMS Topic:** [**Slips, Trips and Falls**](https://www2.education.vic.gov.au/pal/slips-trips-and-falls) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| The principal and/or their delegate, in consultation with Health and Safety Representatives (HSR) and employees must identify slip and trip hazards as part of the workplace inspection process. | Copy of:   * Completed OHS Inspection checklists * Coordination emails * Meeting minutes |
| The principal and/or their delegate, in consultation with the HSR and employees must record identified and implemented risk controls to manage slips, trips and fall risks on the OHS Risk Register | Copy of:   * Updated OHS Risk Register * Coordination emails * Meeting minutes |
| When assessing the level of risk for slips, trips and fall hazards the principal and/or their delegate must utilise the risk matrix outlined in the OHS Risk Management Procedure. | Copy of:   * Updated OHS Risk Register * Completed Risk Assessment Template |

Traffic Management

The interaction between traffic and pedestrians creates a significant risk of incident and injury. Schools and workplaces must identify, and control risks associated with traffic on school sites.

| **PAL OHSMS Topic:** [**Traffic Management**](https://www2.education.vic.gov.au/pal/traffic-management) | |
| --- | --- |
| **OHSMS Requirement** | **Examples of Evidence** |
| A traffic management plan must be developed and implemented using the Traffic Management Plan or equivalent template for the school. | Completed Traffic Management Plan |
| The principal and/or their delegate, in consultation with the Health and Safety Representatives (HSR) and employees must record the identified traffic related hazards on the OHS Risk Register. | Copy of:   * Updated OHS Risk Register * Coordination emails * Meeting minutes |
| When determining controls to reduce risks associated with traffic at the school, the principal and/or their delegate must follow the hierarchy of control outlined in the OHS Risk Management Procedure.   * Ensuring there are marked designated zones, for delivery vehicles, that are well distanced from pedestrian areas * Training employees, contractors and visitors about traffic related hazards * Providing personal protective equipment (PPE) such as high visibility vests. | * Site inspection and walkthrough * Copy of OHS Training Matrix   Training certificates |