

**Work-Related Violence Policy – Corporate**

*This policy and the accompanying procedure are currently under review*

**Scope:**

This Policy applies to all Department of Education and Training (the Department) corporate employees, visitors, volunteers and contractors in corporate workplaces and activities, and instances when corporate employees are performing work offsite.

School-based staff must follow the [Work-Related Violence in Schools](https://www2.education.vic.gov.au/pal/work-related-violence-schools/policy) policy and procedure.

The Policy outlines the risk management methodology for preventing, managing and responding to health, safety and wellbeing risks posed by work-related violence.

**Commitment and Principles:**

The Department values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. The Department recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable.

**Summary (critical information):**

* The Occupational Health and Safety (OHS) Act 2004 requires the Department to provide or maintain systems of work and a working environment that are, so far as is reasonably practicable, safe and without risks to health – including in relation to work-related violence.
* WorkSafe defines work-related violence as ‘when a person is abused, threatened or assaulted in a situation related to their work.’ It can occur in person, over the phone or online, and be caused by the behaviour of other employees, clients or customers, or members of the public. Further information on work-related violence can be found on the WorkSafe Victoria site: [Work-related violence](https://www.worksafe.vic.gov.au/work-related-violence) .
* The workplace manager and/or the management OHS nominee have responsibilities under the OHS Act 2004 as the Department’s representative. The workplace manager is responsible for identifying and managing the risks associated with work-related violence, with expert assistance and support from the Department’s central and regional offices as required.
* Under the OHS Act 2004, employees must take reasonable care for their own health and safety and the safety of others who may be affected by their actions or omissions while at work.
* Central and regional offices provide a range of supports and services to assist workplace managers and employees manage OHS risks, including access to the OHS Advisory Service and local OHS regional officers, who can provide advice about how to manage risks related to work-related violence.
* Workplace managers must follow the Work-Related Violence Procedure (in the Procedure column), which sets out the practical step by step instructions for implementing this policy.

**Policy:**

The workplace manager or the management OHS nominee, in consultation with employees and health and safety representatives (HSR), must:

* enter “work-related violence” as a hazard in the Corporate/Regional Offices OHS Risk Register
* identify and record the workplace factor(s) that contribute to the work-related violence risk in the workplace
* assess the level of risk associated with workplace contributing factors, as per Section 3.0 of the Procedure
* complete a risk assessment if the risk level in the OHS Risk Register is rated ‘High’ or ‘Extreme’, and document the risk assessment using the Risk Assessment Template or equivalent
* record the current risk controls in the Corporate/Regional Offices OHS Risk Register, and in any documented risk assessment
* eliminate or reduce the level of risk associated with work-related risk factors that may cause a work-related violence related injury, so far as is reasonably practicable, by consider the workplace factors.

# The workplace manager or the management OHS nominee must:

* monitor and review the effectiveness of implemented risk controls on a regular and ongoing basis (e.g., quarterly) in consultation with relevant parties (including the HSR). Additional reviews are required when:
  + an incident or near miss is reported that indicates the risks and controls need updating
  + a new potential risk is identified (e.g., through a report on eduSafe Plus)
* ensure all employees are provided with information, instruction and training about the risks and controls in place to manage work-related violence in the workplace
* ensure all hazards, incidents and injuries related to work-related violence are reported on eduSafe Plus.