Department of Education and Training

OHS Management System Guide

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Introduction

The Department of Education and Training (the Department) is committed to providing a healthy and safe environment for all employees, contractors, volunteers and visitors. This commitment is endorsed by the Secretary in the Department’s Health, Safety and Wellbeing Policy.

To assist the Department workplaces to meet this commitment a web based Occupational Health and Safety Management System (OHSMS) has been developed. This guide assists with the initial implementation of processes and procedures relating to the OHSMS and provides key information and checklists for each section.

It is noted that the continuous monitoring and execution of these practices continue well beyond the initial implementation phase at the workplace.

Department workplaces are further supported by visiting OHS Consultants and a dedicated OHS telephone support line through the Department’s OHS Advisory Service. Regional based OHS Support Officers are also available to provide you with any further assistance you may require.

**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 Occupational Health and Safety (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)**



This can be clarified further by outlining the main actions involved within each individual component of such a continuous improvement approach as described in Figure 2 below.

**Figure 2: Components of the continuous improvement cycle**



**Why does the Department need an OHSMS?**

Consultation with workplace managers and health and safety representatives (HSR) on their perceptions of how the Department 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.
* Dedicated health and safety resources should be allocated to regions to assist workplaces to comply with health and safety requirements.

In response to this, the Department's OHSMS was developed to clarify the management of OHS and improve workplace safety for schools and workplaces. The standardised and practical nature of the OHSMS makes it easy to implement and maintain. This will help drive continuous safety improvement by supporting principals and managers to deliver improved educational outcomes and systematically reduce health, safety and wellbeing risks.



**Figure 3: Department of Education and Training OHS Management System Model**

**Definitions**

All terms defined within this document are located on the [Department’s Defined Health, Safety Terms](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx) website.

**A Note to New Principals**

If you have not had previous OHS management experience or if you need initial OHS support, you can get assistance by contacting the OHS Advisory Service or a Regional OHS Support Officer based in your region (refer to section “Where to go for assistance” for contact details).

The OHS Advisory Service can arrange for an OHS Consultant for a support visit and written guidance to help you get started (call 1300 074 715 or email safety@education.vic.gov.au).

You might also consider attending the “Safety Management for School Leaders” one day course as soon as you are able to. Although these one day courses are predominantly run at the Bastow Institute in North Melbourne they are also held in the Regions. Information to course dates and locations can be found on the [Safety Management for School Leaders Training Program](https://edugate.eduweb.vic.gov.au/Services/HR/safetymgttraining/Pages/default.aspx) eduGate page.

One of the first tasks as either a new principal at your first school, or an experienced principal at your next school, will be to assess where the school is positioned in its OHS Management System implementation process. This section will assist you in the initial evaluation of the school’s OHSMS implementation. It is important to identify both strengths and weaknesses of the school’s OHSMS operations in order to determine, and then prioritise, any work that needs to be done.

Initially it is recommended that you:

* Determine if there have been any other employees involved with OHS in the workplace. These might be an assistant principal or leading teacher, a business manager or an elected health and safety representative (HSR).
* Locate all the folders, computer files and documentation that are available from the previous principal and/or any other people involved with OHS.
* Determine if the school believes there are any high risk issues impacting upon the workplace and then clarify what is in place to manage them.
* Find out if the school has had an OHSMS audit in the last five years and, if so, obtain a copy of the report. (Contact the OHS Advisory Service if the school is not sure about this).
* If the school has OHS as a standing agenda item in any team meetings locate the minutes of these meetings for future reference.

The Department considers the following hazards as being some of the high risk issues impacting on schools and therefore having a management priority:

* asbestos management
* chemical management
* contractor management
* electrical safety management
* plant and equipment management

Each one of these hazards has scheduled tasks and actions outlined in the OHS Activities Calendar and a review of the way that the school’s OHS Activities Calendar has been utilised will provide a clear indication of what has been done on a regular scheduled basis, who has been responsible for it and what documented management processes are in place.

The Department’s OHSMS will be one of your main resources and a link to it would be a useful bookmark, or favourite, to have on your desktop. There is information within the OHSMS dealing with an extensive list of school based hazards that will clarify what is meant to be in place for each hazard.

The following sections of the OHSMS are outlined one at a time but not necessarily in the order that you may need to prioritise at the local level.

**PART 1: Health, Safety and Wellbeing Policy**

**RELATED OHSMS DOCUMENTS**

**Policy**

Health, Safety and Wellbeing Policy

**KEY INFORMATION**

The Department has a Health, Safety and Wellbeing Policy endorsed by the Secretary. This Policy clearly states the Department’s overall OHS objectives and demonstrates senior executive commitment to improving OHS performance.

It is important that workplace managers make sure that all employees are aware of the Department’s Health, Safety and Wellbeing Policy. It can be accessed through the health and safety website and must be displayed on a workplace OHS notice board.

**TASK LIST**

The following table lists the tasks that are to be completed to implement the Health, Safety and Wellbeing Policy element of the OHSMS.

| **Task** | **Actions Required** |
| --- | --- |
| **Communicate Health, Safety and Wellbeing Policy (HSW) to employees** | The workplace manager and/or management OHS nominee are to communicate the Health, Safety and Wellbeing Policy to all employees. This communication can occur through the OHS Induction process (refer to PART 6: OHS Induction and Training). |
| **Display the HSW Policy** | The HSW Policy must be displayed on the workplace OHS notice board.  |

**Health, Safety and Wellbeing Policy Checklist**

* Health, Safety and Wellbeing (HSW) Policy has been communicated to all employees
* There is documented evidence that the HSW Policy has been communicated (e.g., signed off OHS Induction Checklist or minuted in employee meeting)
* The HSW Policy is displayed on the OHS notice board.

**PART 2: OHS Planning**

**RELATED OHSMS DOCUMENTS**

**Procedures**

OHS Planning Procedure

OHS Legal Compliance Procedure

**Forms**

OHS Activities Calendar

OHS Legislation Register

OHSMS Self-Assessment Tool

**Guides**

OHS Management System Guide

**KEY INFORMATION**

A planned approach to OHS is a critical component of the OHSMS and the Department has established a tool that enables schools to document and plan the scheduling and management of OHS activities in the workplace. The generic OHS Activities Calendar, when aligned with your particular school, will provide practical support to an organised systematic approach to OHS management.

The OHS Activities Calendar outlines key OHS activities required to be regularly undertaken throughout the year. Most of these activities are designated by the Secretary as being mandatory requirements across all Department workplaces. If your school has any additional OHS requirements not identified in the generic OHS Activities Calendar template these can be added as extra rows in the Calendar.

Wherever possible, OHS tasks ought to be delegated across the workplace and it is important that this be clearly documented. The OHS Activities Calendar has an area within it where the names of people who are made responsible for the implementation and sign-off of particular OHS activities can be recorded.

Schools and non-school workplaces should amend the calendar to reflect their particular operating environment, delegate tasks to individuals and then communicate this intention to all employees by displaying the calendar on the OHS notice board.

**TASK LIST**

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

| **Task** | **Actions Required** |
| --- | --- |
| **Review the generic OHS Activities Calendar** | The workplace manager and/or management OHS nominee are to:* review the generic OHS Activities Calendar in consultation with relevant persons
* 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
* schedule activities and their frequency into the OHS Activities Calendar.
 |
| **Allocate responsibility for activities in the OHS Activities Calendar** | The workplace manager and/or management OHS nominee are to:* assign and communicate responsibility for tasks to relevant employees
* make sure that resources for the activity are provided to the responsible person
* make sure employees are aware of the procedure for completing activities and documentation required
* display copies of the OHS Activities Calendar prominently in the workplace ensuring that only the most up to date copy is on display
 |
| **Periodically review the OHS Activities Calendar** | The workplace manager and/or management OHS nominee are to:* schedule monthly reviews of the OHS Activities Calendar to track completion of activities
* include the review of the OHS Activities Calendar in the Health and Safety Committee/Management meeting agenda (if the school has a Committee/Management meeting)
* reschedule timelines and re-allocate responsibilities if required
* update the OHS Activities Calendar every twelve months.
 |

**OHS Planning Review Checklist**

* The tasks outlined in the OHS Activities Calendar have been reviewed, amended where necessary, assigned and communicated to individuals
* A system is in place for ongoing monthly review of the OHS Activities Calendar task completion
* A system is in place for a yearly review of the OHS Activities Calendar

**PART 3: OHS Consultation and Communication**

**RELATED OHSMS DOCUMENTS**

**Procedures**

OHS Consultation and Communication Procedure

OHS Responsibilities Procedure

**Forms**

OHS Issue Resolution Flowchart

Treasury Precinct and Regional Office OHS Issue Resolution Flowchart

**Guides**

Health and Safety Representative Guide

Health and Safety Committee Guide

OHS Notice Board Guide

**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 are often 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 Department workplaces.

There are three key roles in health and safety: the **workplace manager**, the **management OHS nominee** and the **health and safety representative (HSR).** The workplace manager is generally the school principal who carries the overall legal duty of care to provide a safe workplace and safe systems of work. The role of the management OHS nominee is to assist the workplace manager in the operational aspects of the OHSMS and should ideally be allocated to a member of the leadership team. The HSR is elected by the group of employees and their role is to represent their colleagues in any OHS discussions with senior management. The employer represented by the workplace manager and the management OHS in must consult with the elected HSR on all health and safety matters. It is strongly recommended that both the management OHS nominee and the HSR attend training relevant to their position.

Consultation and communication in the workplace requires:

* sharing information with the HSR and employees on matters which are likely to affect their health and safety
* giving the HSR and employees a reasonable opportunity to express their views about the matter
* taking into account those views when determining how best to address those matters.

OHS consultation with the HSR and employees is best done when 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 employee meetings or incorporating an OHS agenda item 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 in consultation with employees.

**TASK LIST**

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

| **Task** | **Actions Required** |
| --- | --- |
| **Establish a designated work group (DWG) (as required under the OHS Act 2004)** | Every school is considered to be a DWG. However, based on the specifics of the workplace (e.g., in a multi-campus secondary school), the DWG structure may be altered to suit that environment (e.g., one DWG for each campus). The workplace manager must initiate a consultation process to determine if alterations are required to the default DWG structure. |
| **Elect HSR and deputy HSR to represent the DWG** | The DWG nominates and elects employees in the DWG to hold the position of HSR (and deputy HSR if deemed appropriate). |
| **Arrange for HSR and deputy HSR to attend training** | The workplace manager and/or management OHS nominee to organise elected HSR and deputy HSR to attend the WorkSafe accredited initial five day HSR training course and a one day refresher course each subsequent year on request. |
| **If necessary, establish a Health and Safety Committee (at least half the members of the Health and Safety Committee should be employees)** | The workplace manager and/or management OHS nominee:* establish a Health and Safety Committee (although this is not mandatory it may be particularly important in a medium to large size school)
* elect a Chairperson and Secretary
* provide resources for the Committee
* establish meeting schedule (minimum quarterly)
 |
| **Include OHS as an agenda item at employee or other relevant meeting forums** | The workplace manager and/or management OHS nominee are to ensure:* minutes are written up and distributed in an agreed time frame
* actions arising from minutes are delegated to a responsible person/s
* minutes are displayed on the workplace OHS notice board.
 |
| **Consult with the HSR on all matters relating to health and safety** | The workplace manager and/or management OHS nominee are to ensure there is a process in place so that the HSR and employees are consulted in regards to health and safety matters. |
| **Establish other methods for consultation and communication** | The workplace manager and/or management OHS nominee are to 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. |
| **Establish an OHS notice board** | The workplace manager and/or management OHS nominee to organise the set up an OHS notice board which includes the following:* Health, Safety and Wellbeing Policy
* Agreed OHS Issue resolution process
* OHS Activities Calendar
* Recent minutes of meetings where OHS is a standing agenda item
* Health and Safety Committee Meeting minutes (if applicable)
* Current First Aid Summary Sheet or Emergency Management Contact Details
* Employee Assistance Program (EAP) Details
* WorkSafe ‘If you are Injured’ poster
* ‘Returning to Work Following a Workplace Injury’ Poster
* Notifiable Incidents to WorkSafe Victoria Flowchart
* Emergency Evacuation Plan
 |
| **Establish an agreed OHS issue resolution process** | The workplace manager and/or management OHS nominee to ensure that:* an OHS Issue Resolution process has been agreed to by the HSR and all employees
* there is documented evidence of this agreement (e.g., signed off on the flowchart itself or minuted in employee meeting)
* the agreed Issue Resolution Process (e.g., OHS Issue Resolution Flowchart) is displayed on the OHS notice board.
 |

**OHS Communication and Consultation Review Checklist**

* OHS is a standing agenda item in team meetings to provide a forum for employee input into OHS concerns
* An OHS notice board is in place containing all relevant information (as listed in the OHS Notice Board Guide)
* An agreed OHS Issue Resolution is displayed on the OHS notice board and implemented when required
* Elected HSR or Deputy HSR (DHSR) have attended the WorkSafe approved five day HSR course

**PART 4: OHS Hazard Management**

**RELATED OHSMS DOCUMENTS**

The OHS Hazard Management section in the OHSMS provides an extensive list of hazards most usually found in Department workplaces. Each individual hazard when accessed will display a range of information including the Department’s Procedure for managing the particular hazard and a range of templates and guidance materials designed to assist schools in complying with both legal and Departmental requirements.

The list of OHS hazards contained within the OHS Hazard Management section is shown below:

| Asbestos ManagementChemical ManagementConfined SpacesConflict ManagementCooling TowersElectrical SafetyErgonomics and WorkspaceHot Work Manual HandlingMental Health and WellbeingMouldNoiseOccupational ViolenceOffsite and Home VisitsOutdoor Activities | Plant and Maintenance Equipment* Use of Plant and Equipment in Technology Teaching
* Plant and Equipment Risk Management Forms and Safe Work Procedures
* Maintenance Equipment Risk Management Forms and Safe Work Procedures

Prevention of FallsSlips, Trips and FallsSwimming PoolsTraffic ManagementVoice Care for TeachersWorking Alone, in Isolation or from HomeWorkplace BullyingWorkplace ClimateWork-Related Driving |
| --- | --- |

**KEY INFORMATION**

**OHS Hazards and Risks**

A hazard is anything with the potential to cause harm, injury, illness, disease or loss. It is important that existing and potential OHS hazards and their associated risks are identified and effectively managed in all Department workplaces.

In order to successfully manage OHS hazards in the workplace you must:

* identify health and safety hazards
* assess any risks associated with them
* control the hazard
* regularly review the controls to make sure that they remain effective.

The Department has prepared a generic OHS Risk Register for all types of Department workplaces that contain a number of the most common hazards found in its workplaces. The Workplace Manager is responsible to make sure that all known OHS hazards are included in the local version of the OHS Risk Register. (Further information relating to the OHS Risk Register can be found below in PART 5: OHS Risk Management).

There are a number of other ways that hazards will be identified in workplaces, some of these will be informally (such as in a conversation in the hallway for instance), and some of these will be as a result of more formal processes such as those outlined below:

* workplace inspections
* workplace registers
* eduSafe Plus reports

**Workplace Inspections**

Workplace inspections are regular, once a term events undertaken to identify any newly emerging hazards that have the potential to present risks of injury to people. Regular workplace inspections will assist in identifying hazards, and addressing them, before they cause injury.

The Department’s OHSMS provides a range of inspection checklist templates that may need to be modified to suit your particular workplace.

Employees will often have a good understanding of particular hazards in different areas of their working environment, and it is recommended that they are part of the consultation when modifying the checklists.

Once inspection checklists have been finalised the Workplace Manager and/or Management OHS Nominee are to schedule the inspections in the workplace OHS Activities Calendar and allocate responsibilities. They are also responsible to make sure that workplace inspection checklists are made available to those involved in the regular inspections.

**Workplace Registers**

If certain hazards are present in a workplace, they are required by Law to be documented in a Workplace Register. The relevant registers for Department workplaces include:

* Asbestos Register and Asbestos Label Register (if hazardous building materials such as asbestos are present in the workplace)
* Chemical Register (if any hazardous substances are present in the workplace)
* Electrical Equipment Register
* Plant and Equipment Register.

**eduSafe Plus Reports**

The Department’s Incident Reporting and Hazard Management System is eduSafe Plus. It allows all Department employees to report incidents, injuries and hazards themselves, or on behalf of other employees, if they are not able to. When lodged, the reports go to the employee’s line manager for appropriate action.

It is the responsibility of the workplace manager to make sure that all employees are aware of the Department’s reporting requirements and how to access and use the reporting system.

**TASK LIST**

The following table indicates the tasks that must be completed in order to implement effective OHS Hazard Management at your workplace.

| **Task** | **Actions Required** |
| --- | --- |
| **Conduct regular workplace inspections** | The workplace manager and/or management OHS nominee in consultation with the HSR are to:* Review specific workplace inspection checklists and amend them to suit the workplace.
* Determine areas that will be regularly inspected.
* Decide on the frequency of inspections (at a minimum this will be quarterly; however, higher risk areas may be done more frequently).
* Schedule the inspections into the OHS Activities Calendar and allocate responsibility for actions.
 |
| **Identify all dangerous goods and/or hazardous substances in the workplace** | The workplace manager and/or management OHS nominee are to:* Review and complete the Chemical Register when the material is first purchased by referencing the Safety Data Sheet (SDS) and noting it in the Register.
* Ensure that any existing dangerous goods and/or hazardous substances in the workplace are noted in the Chemical Register.
 |
| **Identify the presence of any hazardous building materials at the workplace** | The workplace manager and/or management OHS nominee are to:* Locate the workplace Division 5 Asbestos Audit Report-can be accessed from the School Facilities Profile website (school login required).
* If asbestos is present complete an Asbestos Management Plan and allocate the role of Asbestos Co-ordinator.
* Review and complete the Asbestos Register and Asbestos Label Register.
* Prior to commencement of any works, engage a competent person to perform an assessment of the hazardous building materials at the workplace and provide a Division 6 Hazardous Building Materials Audit Report.
* Communicate the outcomes of the assessment and make a copy of the report available to the Health and Safety Committee, HSR, employees, contractors and volunteers coming into the workplace.
* Implement the suggested controls identified within the report.
 |
| **Identify the presence of any electrical equipment at the workplace** | The workplace manager and/or management OHS nominee are to:* Use the register provided by the electrical contractor or the OHSMS 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 Management Section - Electrical Safety.
 |
| **Identify the presence of any plant and equipment at the workplace** | The workplace manager and/or management OHS nominee are to:* Appoint an employee from each work area to obtain information and collate this into the Plant and Equipment Register.
* Ensure that risk assessments are conducted as per the OHS Risk Management Procedure and documented in the Plant and Equipment Risk Maintenance Form.
* Ensure that a record of inspections and maintenance is kept for each item of plant and equipment. The Plant and Equipment Risk Maintenance Form may be used for this purpose.
* Ensure that operators of plant and equipment required to be licenced are identified and documented.
* Schedule the review of the Plant and Equipment Register in the OHS Activities Calendar in accordance with the information in the Hazard Management Section – Plant and Maintenance Equipment.
 |
| **Ensure all employees are aware of eduSafe Plus** | The workplace manager and/or management OHS nominee are to ensure that all employees are aware of the Department’s reporting requirements and how to access and use the reporting system – eduSafe Plus. Document this process in the employee OHS Induction Checklist. |
| **Review workplace data** | The workplace manager and/or management OHS nominee are to review workplace data (i.e., reported injuries, near misses or hazards on eduSafe Plus) in order to identify existing or potential hazards. |

**OHS Hazard Management Review Checklist**

* Workplace Inspections Checklists have been customised and inspections scheduled in the OHS Activities Calendar.
* The following Registers have been developed and implemented in the workplace:
	+ Asbestos Register
	+ Asbestos Label Register
	+ Chemical Register
	+ Electrical Equipment Register
	+ Plant and Equipment Register
* Annual review of the above mentioned Registers are scheduled in the OHS Activities Calendar.

**PART 5: OHS Risk Management**

**RELATED OHSMS DOCUMENTS**

**Procedures**

OHS Risk Management Procedure

**Forms**

OHS Risk Register

Risk Assessment Template

Safe Work Procedure Template

**KEY INFORMATION**

**Risk Management Approach**

The risk associated with a hazard is a description of the likelihood that a hazard may actually cause an injury aligned with its consequence or seriousness, if such an injury were to occur.

The Department uses a risk management approach to manage the risks associated with hazards in the workplace. The approach requires the identification of hazards, the assessment of the risks those hazards present and the subsequent prioritisation of those risks. By prioritising those risks, adequate resources can be allocated to identify and implement any required risk controls.

The Principles of Risk Management

* identify health and safety hazards in the workplace that persons may be exposed to
* assess the hazards to determine the risk (likelihood and consequence of injury or harm to a person) resulting from such hazards
* control the hazard by considering means by which the risk can be reduced and implement mechanisms to eliminate or control that risk
* regularly review controls to make sure they remain effective.

**OHS Risk Register**

Department workplaces must understand their own particular OHS risk profile in order to implement appropriate procedures to control hazards and risks.

The Department’s OHS Risk Register lists the typical hazards which might be found in an education environment. Department workplaces are required to adapt the generic OHS Risk Register Template to the local school. This may also require adding hazards not documented in the generic OHS Risk Register or deleting hazards in the generic register not present at the local level. The risks associated with each individual hazard will also need to be reviewed.

**TASK LIST**

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

| **Task** | **Actions Required** |
| --- | --- |
| **Review the OHS Risk Register and modify so that it is specific to the workplace** | The workplace manager and/or management OHS nominee are to:* delete hazards and risks from the generic OHS Risk Register that are not applicable to the local workplace, in consultation with relevant employees
* add OHS hazards that exist in their workplace which are not outlined in the generic OHS Risk Register.
 |
| **Identify and implement the controls that are required to be in place for each hazard including safe work procedures for high/extreme risk tasks** | The workplace manager and/or management OHS nominee are to:* review the controls for each hazard in the OHS Risk Register and make sure that an effective control strategy is in place at the school for every hazard
* make sure that any new control strategies are developed according to the principles of the hierarchy of control
* identify tasks with a risk level of high or extreme in the residual risk column of the Register and make sure that a documented process is in place to manage these risks. Sometimes this will require a Safe Work Procedure (SWP) and at other times a combination of training, supervision, documentation and a SWP.
* allocate responsibility and resources for implementing control measures.
 |
| **Review of the OHS Risk Register** | The workplace manager and/or management OHS nominee are to allocate the annual review and update of the OHS Risk Register into the OHS Activities Calendar.Note: a review of the risk register is also required in response to a significant incident/event |

**OHS Risk Management Review Checklist**

* The OHS Risk Register has been reviewed and reflects all risks in the workplace
* The finalised OHS Risk Register is communicated on a regular basis to all employees
* Generic Safe Work Procedures (SWP) have been reviewed and adapted where relevant and on display in relevant work areas/near equipment.
* Employees have been trained and assessed as being competent in the SWP and records of this are maintained.
* The finalised OHS Risk Register is reviewed on an annual basis and this is scheduled in the OHS Activities Calendar

**PART 6: OHS Induction and Training**

**RELATED OHSMS DOCUMENTS**

**Procedures**

OHS Induction and Training Procedure

**Forms**

OHS Induction Checklist - Schools

OHS Induction Checklist - Corporate

OHS Training / Planner Register

**Guides**

Health and Safety Training and Short Course Guide

**KEY INFORMATION**

Every role within the Department has specific OHS responsibilities, each requiring particular levels of competency. Those competencies are required to be identified at a local level and systems put in place to make certain that employees not only understand the Department's expectations, but also, that they have the training necessary to competently meet those responsibilities.

OHS training is an integral part of an OHSMS and is necessary in order to ensure safe and effective implementation of health and safety policies and procedures. Training will also greatly assist in establishing and developing an active, preventative approach to managing occupational health and safety risks in the workplace and ensuring the safe completion of the tasks associated with employee roles.

**TASK LIST**

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

| **Task** | **Actions Required** |
| --- | --- |
| **Ensure there is a system in place to induct employees into the workplace** | The workplace manager and/or management OHS nominee are to:* review the relevant OHS Induction Checklist and modify as required to align with the specific workplace
* record inductions on the OHS Induction Checklist at commencement of employment.
 |
| **Identify OHS training and competencies in the workplace** | The workplace manager and/or management OHS nominee are to:* verify that all job descriptions have OHS roles and competencies outlined in them
* identify if there are any specific OHS competencies required by the OHSMS procedures for the tasks certain employees are required to undertake i.e., health and safety representative training, first aid officer training, safe driving etc.
* document OHS competency requirements in the OHS Training Planner/Register
 |
| **Identify the OHS competencies of each individual and identify any gap in competencies which requires training** | Using the OHS Training Planner/Register, the workplace manager and/or management OHS nominee are to identify and complete the training requirements for each individual employee. |
| **Review the OHS Training Planner/Register** | The workplace manager and/or management OHS nominee are to allocate the annual review and update of the OHS Training Planner/Register into the OHS Activities Calendar. |

**OHS Induction and Training Review Checklist**

* The OHS Induction checklist has been reviewed and modified to suit the school
* All employees have completed OHS inductions and evidence of this has been recorded on the OHS Induction checklist
* Job descriptions have OHS roles and competency requirements outlined (e.g., eLearning requirements, task specific SWP)
* Training is recorded on the OHS Training Planner/Register

**PART 7: Contractor and Volunteer OHS Management**

**RELATED OHSMS DOCUMENTS**

**Procedures**

Contractor OHS Management Procedure

Volunteer OHS Management Procedure

**Forms**

Contractor OHS Induction Checklist

Contractor Register

Contractor OHS Non-Conformance Report

Safe Work Method Statement

Confined Space Entry Permit

Volunteer OHS Induction Checklist

**Guides**

Contractor Hazard Identification and Control Guide

Contractor OHS Induction Handbook

Volunteer OHS Induction Handbook

**KEY INFORMATION**

The Department has a legislative requirement under the Occupational Health and Safety Act 2004 to take every reasonable action to ensure health and safety in operational activities, including in the actions of contractors and volunteer workers.

A contractor is a person, or an organisation, that provides a service for a fee but is not a direct employee of the Department. Contractors may be self-employed, have employees of their own or be engaged under a range of different employee arrangements. Most Department workplaces are likely to engage specialist contractors from time to time to perform certain kinds of work i.e., cooking demonstrations, sports coaching, incursions, maintenance and repair work.

A volunteer is a person approved by the workplace manager, who without payment or reward, voluntarily engages in school work. Volunteers may be community members who assist in working bees, reading to students, serving at the canteen or assisting in school events such as swimming or athletics carnivals and fetes.

It is important to understand that workplace managers have the same duty of care towards contractors and volunteers as they do to their employees. This means that a process needs to be implemented to make sure all contractors and volunteers engaged by a Department workplace not only work safely when on site, but that they do not introduce any unmanaged risks when undertaking the work they have been engaged to do.

By conducting pre-commencement contractor worker OHS inductions, contractors can be advised of specific site hazards and, in the case of high risk tasks, can demonstrate how they are intending to undertake the work safely through the review of their submitted Safe Work Method Statements (SWMS). They can also be informed of the Department’s procedures for any contractor non-compliances.

In the same way, pre-commencement volunteer OHS inductions provides opportunity to inform volunteers about specific site hazards and also for them to review any Safe Work Procedures (SWP) available in the OHSMS for items of plant or equipment they may be about to use. They could also review any SWMS the school has previously prepared for any high risk tasks employees or volunteers may be required to undertake.

**TASK LIST**

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

| **Task** | **Actions Required** |
| --- | --- |
| **Establish a system for the engagement of contractors** | The workplace manager and/or management OHS nominee are to:* identify services that require employed contractors
* develop a Contractor Register which details contractors who comply with the Department’s safety requirements. This includes providing:
	+ evidence of appropriate insurances
	+ documented safe work method statements for high risk tasks
	+ a current Working with Children Check (WWCC) – where required.
 |
| **Establish a system to make sure that volunteers undertaking any risky tasks do so safely** | The workplace manager and/or management OHS nominee are to:* list the types of works that volunteers may undertake
* identify any hazards and subsequent level of risk associated with the work tasks that volunteers may be exposed to
* where necessary, develop a Safe Work Method Statement (SWMS) to outline how high risk tasks are to be undertaken safely by volunteers.
 |
| **Establish a system for inducting and managing contractors and volunteers**  | The workplace manager and/or management OHS nominee are to:* review the Contractor OHS Induction Checklist and Volunteer OHS Induction Checklist to make sure it reflects specific hazards associated with the workplace e.g., traffic, work at height, confined spaces etc.
* establish a system to induct all contractors coming into the workplace
* establish a system to induct all volunteers coming into the workplace.
 |
| **Identify works that will require the contractor and volunteer to have a Working with Children Check** | The workplace manager and/or management OHS nominee are to:* identify contractors and volunteers who will be working directly with children i.e., music lessons, cooking demonstrations, etc.
* establish a system to check if the contractors and volunteers have valid Working with Children Checks.
 |
| **Identify works that are deemed high risk that require contractors to provide a Safe Work Method Statement (e.g. working at height, hot work, etc.)** | The workplace manager and/or management OHS nominee are to:* identify high risk tasks as mandated by the Department (refer to Section 3.5 of the Contractor OHS Management Procedure)
* establish a system to check all SWMS supplied by the contractor prior to commencement of the high risk work.
 |
| **Identify works that require a Confined Space entry permit to work to be issued to contractors** | **Please Note:** this will only be relevant if there is a confined space located at your worksiteThe workplace manager and/or management OHS nominee are to:* make sure the contractor provides a specific SWMS prior to entering the confined space
* issue a confined space entry permit to the contractor.
 |
| **Establish a non-conformance process in the workplace for contractors that do not follow OHS Requirements.** | The workplace manager and/or management OHS nominee are to establish a process to ensure that any safety non-conformances by contractors are addressed and that they are issued with a non-conformance report. |
| **Establish a system for review of inducting and managing contractors**  | The workplace manager and/or management OHS nominee are to:* establish a process to make sure that all contractor insurances are up to date
* check that all contractors are inducted on an annual basis.
 |
| **Make sure there is a sign in/sign out system for all visitors, volunteers and contractors coming on site** | The workplace manager and/or management OHS nominee are to implement a sign in/sign out system as per Contractor OHS Management Procedure and Volunteer OHS Management Procedure. |

**Contractor and Volunteer OHS Management Review Checklist**

* Approved Contractors are documented in the Contractor Register.
* A system is in place to provide OHS inductions to both contractors and volunteers.
* Contractors and volunteers undertaking high risk tasks (e.g., working at height, welding, grinding) have provided a Safe Work Method Statement (SWMS) prior to beginning work at the school.
* Confined spaces are identified and there is a permit system in place.
* Contractors working in confined spaces to supply a Safe Work Method Statement and sign the Permit to Work prior to commencing work.
* Volunteers working with plant and equipment are provided with relevant Safe Work Procedures.
* Volunteers undertaking high risk tasks are provided with a SWMS on how to undertake the task safely.
* A sign in/sign out system is in place for all visitors, contractors and volunteers.

**PART 8: OHS Purchasing**

**RELATED OHSMS DOCUMENTS**

**Procedures**

OHS Purchasing Procedure

**Forms**

OHS Purchasing Checklist

**KEY INFORMATION**

Health and safety hazards can be introduced into the workplace as a result of the purchase of goods and services with OHS implications e.g., plant and equipment or chemicals. Prior to any purchase, consideration must be made as to whether the purchase will introduce any new hazards or risks into the workplace that will need to be managed. If this is the case, any new or additional risks must be controlled when the item is delivered and/or stored in the workplace.

If a particular purchase would introduce significant level of risks to the workplace, consider the following prior to purchase:

* 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?

**TASK LIST**

The following table indicates the tasks and actions that must be completed to implement the OHS Purchasing element of the OHSMS.

| **Task** | **Actions Required** |
| --- | --- |
| **Identify potential purchases that may introduce risk or have OHS implications for the workplace** | The workplace manager and/or management OHS nominee are to:* identify risks associated with goods or services to be purchased in consultation with employees
* complete the OHS Purchasing Checklist prior to the purchase of any goods with OHS implications
* control any risks associated with the items use (this may include the provision of training to employees)
* include these newly identified hazards into the relevant section of the school OHS Risk Register
* make sure goods comply with relevant legislation and Australian standards.
 |

**OHS Purchasing Review Checklist**

* Potential purchases that may introduce risk into the workplace are identified and risk assessments undertaken
* Purchasing processes and systems are in place and relevant individuals are familiar with the requirements of the OHS Purchasing Procedure

**PART 9: First Aid and Infection Control**

**RELATED OHSMS DOCUMENTS**

**Procedures**

First Aid and infection Prevention and Control Procedure

**Forms**

First Aid Risk Assessment

First Aid Summary Sheet

First Aid Kits Contents Checklist

Safe Work Procedure-Cleaning and Handling of Blood and Body Fluids

**Guides**

Guidelines for Hepatitis

Guidelines for the Purchase and use of Automated External Defibrillators

**KEY INFORMATION**

It is important to identify first aid requirements and implement appropriate arrangements to make sure all injured persons are provided with immediate and adequate first aid treatment of injury and illness at Department 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. In general, first aid requirements are:

* First Aid Officers
* First Aid training
* First Aid kits
* A First Aid room (required if there are more than a total of 600 employees and students).

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

**TASK LIST**

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

| **Task** | **Actions Required** |
| --- | --- |
| **Assess and record the first aid requirements of the workplace** | The workplace manager and/or management OHS nominee are to assess the first aid requirements and record the outcomes using the First Aid Risk Assessment Form. |
| **Make sure that First Aid Officer training is made available to First Aid Officers and kept current** | The workplace manager and/or management OHS nominee are to:* determine training needs of First Aid Officers
* schedule training into OHS Training Planner/Register.
 |
| **Complete and display the name and location of each First Aid Officer in the workplace** | The workplace manager and/or management OHS nominee are to ensure that the:* details of the training status, name, and location of available First Aid Officers in the workplace is maintained and referenced on the First Aid Summary Sheet
* First Aid Summary Sheet is displayed on the OHS notice board and close to First Aid Kits.
 |
| **Provide a SWP for the handling of blood and body fluids to employees** | The workplace manager and/or management OHS nominee are to:* communicate the SWP to all employees who may be required to deal with blood and body fluids in the course of their employment
* include a copy of the SWP into the excursion first aid kit
* display the completed SWP in the first aid room/area.
 |
| **First aid inspections are scheduled at the workplace** | The workplace manager and/or management OHS nominee are to ensure that scheduling of first aid kits and first aid facilities inspections are included into the OHS Activities Calendar. |

**First Aid and Infection Control Review Checklist**

* First Aid requirements at the local level have been assessed and recorded using the First Aid Risk Assessment template
* All required First Aid training has been identified and scheduled
* A SWP for the cleaning and handling of blood and body fluids has been communicated to all employees
* First Aid Kit inspections have been scheduled in the OHS Activities Calendar and documented.

**PART 10: Reporting and Management of Incidents and Hazards**

**RELATED OHSMS DOCUMENTS**

**Procedures**

Hazard and Incident Reporting and Investigation Procedure

**Forms**

eduSafe Plus Incident Notification Template

eduSafe Plus Hazard Notification Template

Hazard and Incident Investigation Template

Notifiable incidents to WorkSafe Flowchart

**Guides**

eduSafe Plus Quick Reference Guide

WorkSafe Inspector Visit Guidelines

**KEY INFORMATION**

EduSafe Plus is the Department’s Incident Reporting and Hazard Management System. EduSafe Plus is the new smarter system for reporting and managing all Department employees and student incidents. EduSafe Plus will also support OHS and workers compensation management.

When lodged, the reports go to the employee’s line manager for appropriate action. Visitors, volunteers and contractors who are unable to access eduSafe Plus should fill out the relevant eduSafe Plus Notification Template and provide it to the business manager to enter in eduSafe Plus on their behalf.

All workplaces should ensure the eduSafe Plus Poster is placed on OHS notice boards throughout the workplace.

**TASK LIST**

The following table lists the tasks that must be completed to implement the Reporting and Management of Incidents and Hazardselement of the OHSMS.

| **Task** | **Actions Required** |
| --- | --- |
| **Check that all employees are aware of, and have access to, the Department’s Incident Reporting and Hazard Management System – eduSafe Plus** | The workplace manager and/or management OHS nominee are to:* establish a communication processes to advise all employees of the requirements to report hazards, near misses and incidents on eduSafe Plus
* make sure that all employees are familiar with accessing and using eduSafe Plus
* display the eduSafe Plus poster on the OHS notice board.
 |
| **Establish a process for visitors, volunteers and contractors to report hazards and incidents** | The workplace manager and/or management OHS nominee are to:* communicate processes to advise all volunteers, visitors, and contractors of the requirement to report hazards and incidents to their site contact
* if any reportable situations arise, the site contact needs to enter the hazard and/or incident on eduSafe Plus on behalf of the volunteers, visitors and contractors.
 |
| **Establish a process for assessing the hazard and developing a control strategy in response to the reported hazard, near miss or incident.** | The workplace manager and/or management OHS nominee are to ensure that:* all eduSafe Plus email notifications are required to be opened and actioned
* for every identified hazard, a hazard assessment is completed to determine the level of risk associated with it
* a control strategy is developed to manage the risk associated with the identified hazard in accordance with the ‘hierarchy of controls’ outlined in the OHS Risk Management Procedure
* the control strategy is entered into eduSafe Plus against the corresponding hazard report number.
 |
| **Establish a process for notification of serious notifiable incidents to WorkSafe and the Security Services Unit (SSU).** | The workplace manager and/or management OHS nominee are to ensure that:* all serious notifiable incidents included in Section 3.3 of the Hazard and Incident Reporting and Investigation Procedure are reported to the Security Services Unit
* WorkSafe is notified of any serious incidents as detailed in the Notifiable Incidents to WorkSafe Flowchart
* a WorkSafe Incident Notification Form is completed and sent to WorkSafe within 48 hours (online/mail/fax) of the incident occurring
* the ‘Notifiable Incidents to WorkSafe Flowchart’ is prominently displayed on the OHS notice board.
 |
| **Establish a process for preserving the site of a serious incident.** | The workplace manager and/or management OHS nominee are to ensure that when notifying WorkSafe of a serious incident occurrence to ask if the site needs to be preserved for any investigative actions by a WorkSafe Inspector. |
| **Establish a formal investigation process for all WorkSafe Notifiable Incidents.** | The workplace manager and/or management OHS nominee are to ensure that:* wherever possible, a formal investigation is commenced in consultation with the affected person within 24 hours of the incident
* the incident investigation is recorded using the Incident Investigation Template
* all serious incident investigation findings and preventative control measures are communicated to all employees.
 |
| **Record Keeping Requirement** | The workplace manager and/or management OHS nominee are to ensure that all documentation used as part of the hazard and incident investigation and control process is kept for at least seven years. |
| **Establish a process to make sure that all reported hazards, near misses and incidents are actioned and closed out in eduSafe Plus.** | The workplace manager and/or management OHS nominee are to:* verify that all implemented control measures are logged in eduSafe Plus against the corresponding hazard report number
* check that the control measures listed in eduSafe Plus are closed (by ticking the appropriate section in eduSafe Plus) once the control process has been actioned and implemented in the workplace.
 |

**Reporting and Management of Incidents and Hazards Review Checklist**

* All employees are aware of, and have access to, eduSafe Plus.
* A system is in place whereby visitors, volunteers and contractors can report hazards and incidents.
* The principal is competent with all the processes involved with finalising eduSafe Plus reports.
* A system is in place for the reporting of serious incidents to WorkSafe and the Security Services Unit (SSU).
* A system is in place to ensure that all incident records are maintained for at least seven years (indefinite for asbestos related incidents).

**Where to go for assistance**

**OHS Advisory Service (Marsh)**

**Telephone**: 1300 074 715

**E-mail:** safety@education.vic.gov.au

The OHS Advisory Service is available to all employees and provides effective and timely advice on any aspect of workplace health, safety and wellbeing. The service is operated by the Department’s OHS support service provider, Marsh Pty Ltd, and is available Monday to Friday, 8:30am to 5:00pm (excluding public holidays). A call back service is available outside these times.

The **OHS Advisory Service** can provide the following support:

* Arranging for an OHS consultant to assist with the implementation and/or ongoing management of your workplace’s OHS Management System (OHSMS)
* Support and advice on the management of OHS hazards and risks identified at your workplace
* Assistance in meeting OHS legislative compliance requirements
* Assistance to comply with Provisional Improvement Notices (PIN) issued by a HSR or Improvement Notices issued by a WorkSafe Inspector.
* Providing support during a WorkSafe Inspector visit
* Preparing for OHS-related audits and addressing any non-compliances identified in such audits
* Assistance with using eduSafe Plus to report workplace incidents and hazards
* Assistance in identifying and locating OHS related training providers.

**Regional OHS Support Officers**

Regional OHS Support Officerscan provide the following support:

* Arranging support visits to assist with the implementation and/or ongoing management of your workplace’s OHS Management System (OHSMS)
* Support and advice with embedding the HSW policies and procedures into existing school practices
* Preparing for OHS-related audits and addressing any non-compliances identified in such audits
* Assistance with using eduSafe Plus to report workplace incidents and hazards
* Assistance with OHS facilities related enquires
* Assistance with facilitation of OHS education training sessions at school or network level.
* Assistance in identifying and locating OHS related training providers.

School support visits are available, schools can contact these regional officers to arrange an appointment. They are available Monday to Friday, including school holidays (excludes public holidays).

| **Region** | **Contact** | **Contact Numbers** | **email** |
| --- | --- | --- | --- |
| **South Western Victoria Region** |
| OHS Team Leader | Suzie Ward | (03) 4334 05940429 391 068 | Suzanne.Ward2@education.vic.gov.au |
| **South Eastern Victoria Region**  |
| OHS Team Leader | Chey Jenkins | (03) 8904 24390437 063 413 | Cheyanne.Jenkins@education.vic.gov.au |
| **North Western Victoria Region** |
| OHS Team Leader | Glen Eckardt | (03) 70220467 754 713 | Glenn.Eckardt@education.vic.gov.au |
| **North Eastern Victoria Region** |
| OHS Team Leader | Kira McCarthy (acting) | (03) 5771 44900467 890 949 | Kira.McCarthy@education.vic.gov.au  |

**Workers’ Compensation Advisory Service**

**Telephone**: (03) 7022 0780

**E-mail:**

**Corporate HR**

* vps.hr.services@education.vic.gov.au (for centrally based employees)
* vps.hr.nev@education.vic.gov.au (employees based in NEV Region)
* vps.hr.nwv@education.vic.gov.au (employees based in NWV Region)
* vps.hr.sev@education.vic.gov.au (employees based in SEV Region)
* vps.hr.swv@education.vic.gov.au (employees based in SWV Region)

**Region**

* SWVR: workers.compensation.swvr@education.vic.gov.au
* SEVR: workers.compensation.sevr@education.vic.gov.au
* NEVR: workers.compensation.nevr@education.vic.gov.au
* NWVR: workers.compensation.nwvr@education.vic.gov.au
* Workers' Compensation Corporate: workers.compensation.corporate@education.vic.gov.au

The Department has a dedicated Workers' Compensation Advisory Service to assist principals with the management of complex workers' compensation claims. This service is designed to improve return to work outcomes for employees by ensuring that principals and managers can access timely injury management and return to work advice at the time of the work related illness or injury. The Advisory Service also provides principals and managers with ‘just in time training’ and support for the management of the more complex ‘time lost’ worker's compensation claims.

**Employee Assistance Program including Manager Assist**

**Telephone:** 1300 361 008

The **Employee Assistance Program** (EAP) is a short term, solution focused and strictly confidential counselling service. The EAP is available 24/7 for up to four sessions for the Department's employees to discuss any personal or work-related issues.

A dedicated **Manager Assist** telephone advisory service is also available to support Principals and Managers to access management support and coaching.

The service is provided by LifeWorks who are an independent organisation experienced in delivering similar services in other workplaces. The Department funds this service as part of its commitment to health, safety and wellbeing.

**Asbestos, Reinstatement and Preventative Maintenance Call Centre (Cushman and Wakefield)**

**Telephone:** 1300 133 468

The Asbestos, Reinstatement and Preventative Maintenance Call Centre provide professional services and advice and oversees all phases of asbestos management and reinstatement and maintenance processes.

**WorkSafe Victoria**

**Telephone**: (03) 9641 1555

**Toll Free**: 1800 136 089

**Website**: <http://www.worksafe.vic.gov.au/>

WorkSafe's mission is to actively work with the community to deliver outstanding workplace safety and return to work, together with insurance protection.

WorkSafe is:

* Constructive in the way they provide information, advice and service
* Accountable for what they do and say. ‘We live up to our promises’
* Transparent in the way they work, their environment is open and honest
* Effective by working collaboratively to deliver high quality services
* Caring by showing empathy in their dealings with everyone they work with.

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