OHS Planning Procedure

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Purpose

The purpose of this procedure is to ensure consistency in the planning of Occupational Health and Safety (OHS) activities in Department of Education and Training (the Department) workplaces.

Scope

This procedure applies to all Department schools and central and regional offices. This procedure is not intended to cover the strategic planning of OHS that occurs at senior management level within the Department.

Procedure

## 3.1 Identify OHS Activities

The **Workplace Manager** and/or **Management OHS Nominee** are to identify the key OHS related activities to be conducted. These activities will largely be based on the workplaces risk profile however, the Department has mandated activities that must be carried out by all workplaces including:

* Reviewing and updating the *OHS Risk Register*
* Reviewing and updating the *Chemical Register*
* Scheduling and conducting quarterly workplace inspections
* Conducting electrical equipment testing and tagging
* Review the Schools Asbestos Management Plan
* Review *First Aid Summary Sheet*
* Review Emergency Management Plan and carry out practice drills.

The Department has outlined other activities that may be undertaken in the *OHS Activities Calendar.*

The *OHS Activities Calendar*, can be modified to meet the needs of the workplace. However a workplace may utilise an equivalent template/form if it is consistent with, and meets the requirements of this procedure.

## 3.2 Initial Review of the OHS Activities Calendar

The **Workplace Manager** and/or the **Management OHS Nominee** are to review the activities in *OHS Activities Calendar* or equivalent template for their applicability to the workplace, in consultation with:

* Employees
* Health and Safety Representative (HSR)
* [Health and Safety Committee](http://www.education.vic.gov.au/school/principals/management/Pages/definedohsterms.aspx), where one has been established
* Area/subject coordinators involved in the task, activity or area.

During the initial review, the **Workplace Manager** and/or the **Management OHS Nominee** should delete any activity that is not applicable in the workplace andany additional activities that may be required or requested following the consultation process should be added to the calendar.

Once the activities have been agreed on, the **Workplace Manager** and/or the **Management OHS Nominee**, in consultation with the HSRandemployees,should determine the frequency of the activities. In many instances the activity will have recurring requirements over the year.

## 3.3 Allocating Responsibility for Activities

Once the *OHS Activities Calendar* or equivalent template/form is finalised, the **Workplace Manager** and/or the **Management OHS Nominee** are to ensure the planned activities are implemented via the allocation of responsibility and resources.

The benefits of employee participation include:

* demonstrating employee consultation and participation in the identification, assessment and control of hazards
* involving employees in the planning process
* increasing the chances of identifying more hazards by involving a broad range of employees
* enabling the **Workplace Manager** and/or the **Management OHS Nominee** to match activities with skill sets and competencies of employees.

The agreed delegated activities should be recognised in employee professional development plans and communicated to all employees by including their name on the OHS Activities Calendar and informing all employees via:

* + Staff meeting; or
	+ Email; or
	+ Workplace intranet notice etc.

The **Workplace Manager** and/or the **Management OHS Nominee** are to ensure employees are aware of the procedures for completing activities and the relevant documentation required to record the outcome of the activity.

The **Workplace Manager** and/or the **Management OHS Nominee** should ensure that copies of the*OHS Activities Calendar* orequivalent template/formare prominently displayed in the workplace; multiple copies may be required in larger or multi-campus schools and offices.

## 3.4 On-Going Review of the OHS Activities Calendar

The **Workplace Manager** and/or the **Management OHS Nominee** are to review the*OHS Activities Calendar* or equivalent template/form monthly with a formal review to be conducted on an annual basis. The calendar may also be reviewed:

* when new or additional activities or priorities are required by the Department, the community or WorkSafe
* when there are changes to staffing/resourcing levels
* following a review of the OHS Risk Register, where a high risk hazard may require additional monitoring
* when hazards and incidents are reported and an activity/task may need to be added or frequency changed.

If an activity has not been implemented by the intended date, the **Workplace Manager** and/or the **Management OHS Nominee** should identify the reasons for the delay and in consultation with relevant employees, determine an alternate date and update the *OHS Activities Calendar* or equivalent template/form accordingly.

**Employees** are expected to complete the activities that have been mutually agreed with them. Where activities have not been completed, the employee must inform the **Workplace Manager** and/or the **Management OHS Nominee,** within a reasonable time so that an alternative date for the activity can then be agreed and the *OHS Activities Calendar* or equivalent template/form can be updated.

As activities are updated on the *OHS Activities Calendar* or equivalent template/formthe **Workplace Manager** and/or the **Management OHS Nominee** must ensure that only the most up to date copy is on display.

4. Defined terms

Terms defined within this Procedure can be located on the Department’s [Defined Health, Safety Terms](http://www.education.vic.gov.au/hrweb/safetyhw/Pages/definedohsterms.aspx) website. Defined roles will appear **in bold**.

5. Related references

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

6. Related Documentation

*Chemical Register*

*First Aid Summary Sheet*

*OHS Activities Calendar*

*OHS Risk Register*

7. Further assistance

Further information, advice or assistance on any matters related to OHS planning is available by contacting the OHS Advisory Service on ph. 1300 074 715 or email safety@edumail.vic.gov.au.