

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Occupational Health and Safety
Responsible person	Business Services Manager (BSM) & Health, Safety and the Environment Team, Board of Governance
Staff involved	All
Review dates	2017
Related documents	<p>Legislation: Occupational Health & Safety Act 2004 (Vic), Occupational Health & Safety Regulations 2007, Crimes Amendment (Bullying) Act 2011 (Vic), Charter of Human Rights and Responsibilities Act 2006, Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic)</p> <p>Policies: Manual Handling Policy & Procedure, Accident and First Aid Policy and Procedure, Health Policy and Procedure, Smoke Free Environment Policy, Cyberbullying Policy & Procedure, Harassment, Discrimination, Victimization & Bullying Policy & Procedure, Student Well-being & Duty of Care in VCAL Policy & Procedure (includes students under-18), Excursions Policy & Procedure, Critical Incident and Emergency Management Policy & Procedure, Conflict Resolution Policy & Procedure, Disciplinary Action and Termination of Employment Policy and Procedure, SunSmart Policy and Procedure</p> <p>Other: OH&S Reporting Book, OH&S Record Book, Evacuation Log Book, Sign in Books, Emergency Practice Evacuation 'Observer' Record, OH&S workspace, Information Key Tag, Emergency Management Plan, Victorian OHS Compliance Framework Handbook, Inspection Checklist, Site Action Plan.</p>

Policy Context

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to ensuring the health, safety and welfare of all stakeholders and to providing a safe and acceptable healthy environment consistent with the provisions of the Occupational Health and Safety Act 2004 and any updates.

It is the aim of Wyndham CEC to minimise the risk of injury or harm to employees, students, volunteers, members, Board of Governance (Board) and users of the service by adopting a planned and systematic approach to the management of occupational health, safety and welfare and to providing the resources for its successful implementation throughout the organisation.

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 2/9/16 and supersedes all previous versions.

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Responsibilities:

1. Wyndham Community and Education Centre Inc. Board of Governance

The Board will ensure that:

- A safe working and learning environment, and safe systems of work are provided at Wyndham CEC
- Health & safety policies, procedures and systems are developed and implemented according to Acts and Regulations governing Occupational Health and Safety and Workers Compensation and Rehabilitation
- Equipment is safe and fit for the purposes for which it is intended to be used
- Sufficient resources are allocated to implement the OH&S policy, procedures and activities and ensure that appropriate measures are in place to assist persons with limited English language or literacy levels

2. Health, Safety and Environment Team

Wyndham CEC has a Health, Safety & Environment Team that meets regularly to oversee OH&S items. Wyndham CEC has health, safety and environment team (HS&ET) representatives allocated at each of its physical locations. Wyndham CEC's health, safety and environment team consists of the following persons:

4 Synnot St

Teresa Vizintin
Wayne Burrell

3 Princes Highway

Fiona Bolton
Wayne Chong
Lesley Nallawalla

Jellicoe St

Mae Sie Win
Andrew Lorenzo

106 Duncans Rd

Christopher Moxham

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The HS&ET ensures:

- Mechanisms are provided to monitor and report on Health & Safety performance through OH&S audits and through a dedicated OH&S email reporting account
- With the Management team, accidents/incidents are investigated and rectified including putting appropriate control measures in place to prevent a recurrence
- All persons are informed of relevant OH&S matters
- Conducting regular organised hazard inspections of worksites, stations, appliances and equipment and responding to potential hazards which may affect the health & safety of persons
- Ensuring provision of adequate safety information and training for all persons in an appropriate form and language
- They act as a problem-solving group to help with the identification and control of hazards
- They assist the Business Services Manager to resolve occupational health and safety issues and disputes at the work place
- They liaise with Wyndham CEC's Critical Incident & Emergency Management team
- They ensure implementation of solution/s resulted from a completed Critical Incident & Emergency Management action plan
- Assist with completion of Wyndham CEC's DET Emergency Management Plan
- Gives input into Wyndham CEC's Risk Plan in the areas the HS&ET are responsible for

3. Management Team

- Appropriate OH&S policies and procedures are developed and implemented to enable the effective management of risks to health and safety
- Staff & Volunteers have the necessary knowledge from induction, service unit meetings, memos and staff appraisals to effectively carry out their responsibilities
- Communication and feedback mechanisms are provided for effective consultation by persons or their representatives on proposals for, or changes to, the workplace, work practices, policies and procedures which affect the OH&S of Wyndham CEC persons (Please refer to Procedures section on Reporting)
- Accidents/incidents are investigated and rectified including putting appropriate control measures in place to prevent a recurrence
- Promotion and enforcement of Wyndham CEC OH&S policies, procedures and programs

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4. Business Services Manager

- Ensure the HS&ET conduct regular organised hazard inspections of worksites, stations, appliances and equipment and responding to potential hazards which may affect the health & safety of persons
- Work with the HS&ET to ensure provision of adequate safety information and training for all persons in an appropriate form and language
- Responding immediately upon receiving notification of notifiable work related injuries, or dangerous occurrences and reporting to work cover if required
- Resolve occupational health and safety issues and disputes at the work place
- Keep the management of injured employees and their rehabilitation under review
- Assist with the return to work and rehabilitation of injured persons
- Ensure the annual completion of Wyndham CEC's DET Emergency Management Plan

5. Staff and Others

Staff are responsible for:

- Taking reasonable care to protect their own safety and that of others at the Centre
- Following OH&S policies and procedures and ensuring that they carry out their roles and responsibilities as detailed in these documents
- Identifying, assessing and controlling hazards in their work area and ensuring hazards are brought to the attention of the Health, Safety & Environment team and, if safe to do so, immediately removing the hazard
- Promoting safety awareness by setting a good example
- Being aware of correct manual handling techniques
- Ensuring that students or clients under their care follow all OH&S related policies and procedures as specified in the *Policy* section of this document

All other persons are responsible for:

- Taking reasonable care to protect their own safety and that of others at the Centre
- Reporting any accident, incident, hazard or injury which arises in the course of their duties, immediately or as soon as practicable
- Obeying any reasonable instruction in relation to Health & Safety at work;
- Complying with the approved health and safety policies and procedures;
- Keeping work areas in a safe condition
- Ensuring that they are not, by the consumption of alcohol or other drug, in such a state as to endanger their safety or that of others
- Participating in Occupational Health & Safety discussions and supporting appropriate consultative mechanisms
- Actively participating in planning and implementing any rehabilitation program if injured and abiding by any agreed medical constraints

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People other than Wyndham CEC persons are required to comply with all instructions provided and directions issued to them on health and safety issues. Individuals or groups using a Wyndham CEC venue will be provided with an information key tag which includes procedures for entering and exiting the building and emergency procedures.

Procedures

1. Health, Safety and Environment Team

The HS&ET are to meet on a monthly schedule where site-specific OH&S issues, practice evacuation feedback and site inspection issues will be tabled for discussion and resolution. A member of the HS&ET will take information from these meetings and create a Site Action Plan for each of Wyndham CEC's physical sites.

2. Wyndham CEC site OH&S audits

The health, safety and environment team are to audit each of Wyndham CEC's sites on the following schedule:

- 4 Synnot St –once per term
- 106 Duncans Rd –once per term
- 3 Princes Highway/ Jellicoe St – once per term

3. Site practice evacuation & lockdown

As part of Wyndham CEC's commitment to continuous improvement to OH&S each of Wyndham CEC's sites will perform multiple practice site evacuations/lockdowns each year, detailed information on practice procedures at Wyndham CEC can be found in our *Critical Incident and Emergency Management Policy & Procedure*.

4. Reporting

Several mechanisms have been implemented at Wyndham CEC to allow effective reporting and prompt follow-up of critical OH&S items.

OH&S email reporting:

- An email address has been setup for staff to report all OH&S issues or suggestions
- All HS&ET members have access to this email box. This allows any member the ability to respond to an issue immediately
- All reports are to be taken seriously
- Upon receiving an email report, the receiving HS&ET member will raise the issue with the Business Services Manager for determination of criticality, if the Business Services Manager is unavailable the report is to be raised with the CEO
- If an email report is deemed critical, follow-up and resolution must be immediate
- If an email report is not deemed critical the item will be tabled for discussion and resolution at the next team meeting

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OH&S Reporting Book:

- Any items reported to the OH&S email must also be recorded in the OH&S Reporting Book
- All reports must be recorded in the appropriate site book, that is, as an example, if the issue has occurred at 4 Synnot St the record must be filled in the 4 Synnot St reporting book

Direct telephone contact:

- At induction all staff are to be supplied with telephone contact information for Wyndham CEC's head office, and the Business Services Manager's mobile telephone number
- Staff are to report any OH&S issues they deem critical directly to the Business Services Manager immediately, if the Business Services Manager is unavailable the issue must be reported to another staff member within the Business Services Unit
- After reporting a critical item to either the Business Services Manager or a staff member within the Business Services Unit a report must also be made to the OH&S email, this is to ensure a record is available to all HS&ET members

Volunteer reporting:

- At induction all volunteers are to be supplied with telephone contact information for Wyndham CEC's head office.
- Volunteers are to report any OH&S issues directly to their supervising staff member, if their supervising staff member is unavailable OH&S issues are to be reported directly to a member of the Business Services Unit by calling the main office.

Student, client & visitor reporting:

- Students, clients & visitors are to report any identified OH&S issue directly to their teacher, trainer or other Wyndham CEC staff member.
- Students, clients & visitors at Wyndham CEC are to be informed at induction on how to report an issue to their teacher or trainer
- The teacher or trainer will then follow the correct procedure for reporting the OH&S issue as stipulated above

To ensure the health, safety and welfare of all employees and to provide a safe and acceptable healthy environment for all participants, the following are in place:

- OHS is a permanent agenda item on all regular meetings including Board of Management, Management, Service Unit, Teacher and user group meetings
- Memos are sent out to all staff regarding current OHS issues as required

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- OHS Policy and Procedure and Information Key Tag are to be given to staff at induction
- Safety signs (as below) are placed throughout the workplace as required



Breaches of the policy

Any breach of the policy may result in counselling or disciplinary action for employees including dismissal and cessation of engagement in the case of volunteers. Breaches by contractors may result in cancellation of their contract or services.

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