

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Occupational Health and Safety
Responsible person	Wyndham CEC Business Services Manager, OHS Team, Board of Governance, School Council, Principal.
Staff involved	All
Review dates	Accepted: 19 July 2024 Review Date: June 2025

Policy Context

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to providing a safe environment for its employees, clients, students, volunteers, community members, such as parents and guardians, Board of Governance (Board), School Council and users of programs and services.

The Occupational Health and Safety Act 2004 (Vic) requires employers to provide a healthy and safe working environment for their employees so far as is reasonably practicable. This means that any risks must be eliminated, and those risks which cannot be eliminated must be reduced so far as is reasonably practicable.

Despite careful planning, policies and procedures, guidelines and systems in place, incidents may take place at Wyndham CEC or its school, Werribee Community College (the School).

Wyndham CEC aims to minimise the risk of injury or harm to its employees, students, volunteers, clients, community members, Board and School Council, as far as is reasonably practicable. Wyndham CEC will ensure this by adopting a planned and systematic approach to the management of occupational health, safety and welfare of its stakeholders and providing the required resources for its successful implementation throughout the organisation, including the school.

Scope

This policy applies in all Wyndham CEC environments, including any school environments associated with the Werribee Community College (**the School**).

This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 19/7/2024 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 OHS policy, procedures and activities and ensure that appropriate measures are in place to assist persons with limited English language or literacy levels

2. Werribee Community College School Council

The Council will ensure that:

- A safe working and learning environment and, safe systems of work are provided at Werribee Community College
- 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 OHS policy, procedures and activities and ensure that appropriate measures are in place to assist persons with limited English language or literacy levels.

3. OHS Team

Wyndham CEC has an OHS Team that meets regularly to oversee all OH&S matters at Wyndham CEC. The Wyndham CEC OHS team consists of elected Health and Safety Representatives (HSRs) for each Designated Working Group (DWG), Management Representatives, First Aid Officers, Child Safety Officers, and Facilities Management Representatives.

Wyndham CEC consists of three DWGs and is represented by the following members:

Werribee Community College

4 Synnot St, Werribee

Sam Boddeke (HSR)

Teresa Vizintin (Child Safety Officer)

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Lesley Nallawalla (Senior First Aid Officer)

20 Synnot St, Werribee, 106 Duncans Rd, Werribee and 80 Lonsdale Circuit, Hoppers Crossing (Central Park Community Centre)

Katherine Braithwaite (HSR)

Geraldine de Souza (Business Services Manager)

Lesley Nallawalla (Senior First Aid and Child Safety Officer)

Hsar Pweh Moo Hsar (Facilities Management)

Angela Mika (Business Services Support Officer)

Glen Cowan (TSU)

Jack Boddeke (IT Support)

Isaac Moga (Junubi Wyndham)

Barwon region (Steampacket House and Corio Village Shopping Centre)

Ruth Hill (HSR)

The OHS team ensures:

- regular OHS team meetings are held
- mechanisms are provided to monitor and report on Health and Safety performance through OHS audits conducted under the direction of the Business Services Manager (BSM) in conjunction with HSRs
- a dedicated OHS email reporting account
- accidents and incidents are investigated and rectified, and appropriate control measures are put in place to prevent re-occurrence
- all Wyndham CEC and School staff are informed of relevant OHS matters
- regular organised hazard inspections of worksites, stations, appliances and equipment and responds to potential hazards which may affect health and safety
- provision of adequate safety information and training for HSRs
- the identification and control of hazards through the OHS team
- the BSM is assisted to resolve occupational health and safety issues and disputes at the workplace
- input into the Risk Plans
- input into Critical Incident & Emergency Management Policy and Procedure and the annual Emergency Management Plan (20 Synnot St only)
- organising emergency evacuation practice drills during the first OH&S Team meeting for each year, and running these drills twice per term at all Wyndham CEC venues
- organising site inspections during the first OH&S Team meeting for each year, and conducting inspections once per semester at all Wyndham CEC venues
- reviewing and updating the Emergency Management Plan annually (20 Synnot St only). School Emergency Management Plan reviewed by Principal with assistance from IT & Creative Design Manager; and within two weeks of the Plan being updated:

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- making any changes needed to Wyndham CEC's school at 4 Synnot St site and surrounding area maps; and,
- implementing the of display of these maps.

4. Senior Management Team

Wyndham CEC's Senior Management Team includes Wyndham CEC's Chief Executive Officer (CEO), Director of Business Services (DoBS) and Director of Education (DoE). This team oversees the prevention and management of OHS incidents or emergencies at Wyndham CEC.

The Principal, as the most senior staff member of the Werribee Community College, oversees the day-to-day management of OHS incidents or emergencies at the School site. The Principal must report any OHS incidents to the School Council who in turn will provide a report to the Board of Wyndham CEC.

The responsibilities of the Senior Management Team, including the Principal, include:

- ensure OHS policies and procedures are developed, reviewed, and implemented to enable the effective management and minimisation of risks to health and safety
- ensure staff and volunteers have the necessary knowledge from induction, service unit meetings, memos, and staff appraisals to effectively carry out their responsibilities
- ensure robust communication and feedback mechanisms
- ensure effective consultation by persons or their representatives on proposals for, or change to, the workplace, work practices, or policies and procedures which affect the OHS of Wyndham CEC persons (Please refer to Procedures section on Reporting)
- ensure accidents/incidents are investigated and rectified including putting appropriate control measures in place to prevent a recurrence
- ensure dissemination and enforcement of Wyndham CEC OHS policies and procedures
- ensure OHS is a standard agenda item on service unit meeting agendas

5. Business Services Manager (BSM)

- ensures the OHS team conducts regular meetings
- ensures HSRs participate in organised hazard inspections of worksites, stations, appliances, and equipment
- ensures potential hazards which may affect the health and safety of persons are responded to promptly
- works closely with the OHS team to ensure provision of adequate safety information and training for HSRs
- responds immediately upon receiving notification of notifiable work-related injuries, or dangerous occurrences and reports immediately to the DoBS works with the DoBS to resolve occupational health and safety issues and disputes at the workplace and keeps the management of injured employees and their rehabilitation under review

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- Reports to Senior Management team about any urgent or relevant OHS issues brought up during the OHS team meetings

6. Staff and Others

Staff are responsible for:

- taking reasonable care to protect their own safety and that of others at all Wyndham CEC venues
- following OHS policies and procedures
- identifying, assessing and controlling hazards in their work area and ensuring hazards are brought to the attention of HSRs or OHS 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 OHS related policies and procedures as specified in the *Policy* section of this document
- actively participating in planning and implementing any rehabilitation program if injured and abiding by any agreed medical constraints

All other persons are responsible for:

- taking reasonable care to protect their own safety and that of others at all Wyndham CEC venues
- 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 and Safety at work
- complying with Wyndham CEC 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 drugs, in a state as to endanger their safety or that of others
- participating in Occupational Health and 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

Visitors, clients, and students are required to comply with all instructions that may be issued to them on health and safety matters e.g. emergency evacuation drills.

Individuals or groups using a Wyndham CEC venue will be provided with information including procedures for entering and exiting the building and emergency procedures. The individual must sign this documentation to show that they have read and understood the contents.

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7. School Staff

School Staff are responsible for:

- taking reasonable care to protect their own safety and that of others at the school
- following OHS policies and procedures
- identifying, assessing and controlling hazards in their work area and ensuring hazards are brought to the attention of HSRs or OHS 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 under their care follow all OHS related policies and procedures as specified in the *Policy* section of this document
- actively participating in planning and implementing any rehabilitation program if injured and abiding by any agreed medical constraints

Procedures

1. OHS Team

The OHS Team meets regularly to address OHS issues, schedule practice evacuations and site inspection schedules.

The OHS team will table the above items for discussion, review and, as required, for resolution. Based on information from these meetings, the OHS team, which comprises HSRs, will create an action plan for each of Wyndham CEC's sites as required.

HSRs are elected by members of the DWG they are representing. The term of office for an elected HSR is three years, at the end of which they are eligible to nominate again for another term. If more than one full-time or part-time staff is nominated or self-nominates at a DWG, an election is held. Members from that DWG are invited to vote and the person with the most votes is elected HSR.

The OHS team will communicate to staff via a newsletter every term any issues, news, interesting facts, general information etc.

2. OHS Site Inspections

The OHS team are to develop a site inspection schedule for all Wyndham CEC's sites including the School at least once per term. The HSRs will conduct the site inspections as per the schedule.

3. Site practice evacuation & lockdown

The OHS team is also responsible for developing a schedule of practice site evacuations/lockdowns for each site and for implementing this schedule.

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Detailed information on practice procedures at Wyndham CEC sites and the School can be found in our *Critical Incident and Emergency Management Policy & Procedure*.

4. Reporting

Several mechanisms are in place to allow effective reporting and prompt follow-up of critical OHS items.

OHS email reporting:

- an email address has been setup for staff to report all OHS issues at all Wyndham CEC venues including the School. OHS@wyndhamcec.org.au
- the BSM is responsible for checking and responding to these emails or delegating to a member of the OHS team.
- For reports of OHS issues affecting the School, the BSM will liaise with the Principal. If the Principal is unavailable, the Vice Principal will be contacted
- if the BSM is unavailable, the report is to be raised by the delegated OHS team member with the DoBS/Principal
- all email reports are to be taken seriously
- all OHS team members have access to this email box
- if an email report is critical, follow-up and resolution must be immediate
- if an email report is not critical, the item will be tabled for discussion and resolution at the next OHS team meeting
- any items reported to the OHS email must also be recorded in the OHS agenda and minutes.

Direct telephone contact:

- at induction, all staff will be supplied with telephone numbers for Wyndham CEC's head office and the BSM
- staff should report any critical OHS issues directly to the BSM immediately (this is quicker than emailing)
- if the BSM is unavailable, the issue must be reported to the DoBS/Principal
- after reporting a critical item a report must also be made to the OHS email
- school incidents should be reported to the
- Principal immediately

Phone Contact	Phone Number
Head Office (20 Synnot St.)	9742 4013
Business Services Manager (BSM)	0412 719 870 or Ext 216
Director of Business Services (DoBS)	0408 399 106 or Ext 214
School Principal	0481 174 491 or Ext 229
School Vice Principal	0449 055 096 or Ext 303

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Volunteer reporting:

- at induction all volunteers are to be supplied with telephone contact information for Wyndham CEC's head office
- volunteers are encouraged to report any OHS issues directly to the supervising staff member, or directly to a member of the Business Services Unit by calling the main office.

Student, client & visitor reporting:

- students, clients and visitors are to report any identified OHS issue directly to their teacher, trainer, or other Wyndham CEC or School staff
- students, clients and visitors at any Wyndham CEC site are informed at induction on how to report an issue to their teacher or trainer
- teachers/ trainers should follow the correct procedure for reporting the OHS issue as outlined above

School students reporting:

- school students are to report any identified OHS issue directly to their teacher
- students at the School are informed at induction on how to report an issue to their teacher
- teachers should follow the correct procedure for reporting the OHS issue as outlined above

OHS Incidents

Wyndham CEC has in place a number of policies and procedures to cover specific incidents that may occur.

Epidemic and Pandemic

In the event of an epidemic and/or pandemic refer to the Wyndham CEC policies and procedures listed below.

- *Epidemic & Pandemic Policy and Procedure*

Child Safety

In the event of an incident involving a child refer to the Wyndham CEC policies and procedures listed below.

Werribee Community College:

- *School Child Safety and Wellbeing Policy (Including Statement of Commitment)*
- *School Child Safety Reporting Procedure*

Wyndham CEC

- *Child Safety and Wellbeing Policy (Including Statement of Commitment)*
- *Child Safety Reporting Procedure*

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Harassment, Bullying or Racism

In the event of an incident of harassment, bullying or racism in the workplace refer to the Wyndham CEC policies and procedures listed below.

Werribee Community College:

- *School Student Online Safety Policy & Procedure*
- *School Bullying Prevention Policy & Procedure*

Wyndham CEC

- *Cyberbullying Policy & Procedure*
- *Harassment, Discrimination, Victimisation & Anti-Bullying Policy & Procedure*

Gender Equality

In the event of an incident surrounding gender equality refer to the Wyndham CEC policy and procedure listed below.

- *Gender Equality Policy & Procedure*

Workcover/Return to Work

In the event of an OHS incident resulting in a subsequent Workcover claim, all communication/s should be directed to the HR email address: hr@wyndhamcec.org.au

All Workcover claims are handled by Senior Management and the HR/Return to Work Officer (RTW).

To ensure the privacy of potentially sensitive documents, Workcover information should not be sent via the OHS email.

In the event of a staff member returning to work after an OHS incident refer to the RTW Information Template which can be found with the *OHS Policy & Procedure* on SharePoint.

General

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 senior management meetings and School Council meetings
- Memos are sent out to all staff regarding current OHS issues as required
- OHS Policy and Procedure is given to all staff at induction

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- Updates to the OHS Policy & Procedure and related documents are distributed to staff via their manager/Principal
- Safety signs (as below) are placed throughout the workplace



Breaches of the policy

Any breach of this policy and procedure may result in counselling or disciplinary action including the possibility of dismissal depending on the seriousness of the breach.

Breaches by contractors may result in the cancellation of their contract or services.

Breaches by clients or students may result in being exited from the program/activity.

Glossary of Abbreviations	
Acronym	Meaning
DoBS	Director of Business Services
DWG	Designated Work Group
HSR	Health and Safety Representative
RTW	Return to Work
OHS	Occupational Health and Safety

Related documents

Legislation: Occupational Health & Safety Act 2004 (Vic), Occupational Health & Safety Regulations 2017 (Vic), 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), Accident Compensation Act 1985 (Vic), Workplace Injury Rehabilitation and Compensation Act 2013, Dangerous Goods Act 1985, Worker Screening Act (Vic), Child Wellbeing & Safety Act 2005, Emergency Management Act 1986 (Vic), Children, Youth and Families Act 2005 (Vic), Privacy Act 1988 (Cth), Workplace Gender Equality Act 2012 (Cth).

Policies: School Child Safety and Wellbeing Policy (Including Statement of Commitment), School Child Safety Reporting Procedure, Child Safety and Wellbeing

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Policy & Procedure (Including Statement of Commitment), Child Safety Reporting Procedure, Risk Identification and Management Policy & Procedure, COVID-19 Vaccination (Staff and Volunteers) Policy & Procedure, School Record Management Policy & Procedure, Record Management and Record Keeping Policy & Procedure, Privacy Policy & Procedure (Students/Clients), Privacy Policy & Procedure (Staff/Volunteers), Manual Handling Policy & Procedure, Accident and First Aid Policy & Procedure, Cyberbullying Policy & Procedure, School Online Student Safety Policy & Procedure, Harassment, Discrimination, Victimisation & Anti-Bullying Policy & Procedure, School Bullying Prevention Policy & Procedure, School Duty of Care Policy & Procedure, Excursions Policy & Procedure, Critical Incident and Emergency Management Policy & Procedure, Conflict Resolution Policy & Procedure, Disciplinary Action and Termination of Employment Policy & Procedure, Gender Equality Policy & Procedure, Working from Home during a Pandemic Policy & Procedure, School Accident and First Aid Policy & Procedure, School Staff Management Policy & Procedure.

Other: Sign in/out Books, Emergency Practice Evacuation ‘Observer’ Record, Emergency Practice Lockdown ‘Observer’ Record, Post Emergency Record, Emergency Management Plan, Wyndham CEC OHS Site Inspection Checklist, OHS Structure Poster: Chart of Incident Controllers, OHS Structure Posters, COVID-Safe Plan, Chief Health Officer/Ministerial Health Directions, Bomb/Chemical threat checklist, Employee Information Booklet, Incident and Emergency Management Form and Action Plan, Risk Management Plan, Provisional Improvement Notice (PIN), Return to Work (RTW) Information Template, Psychological Health Regulations, Child Safe Standards.

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