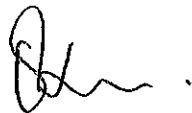
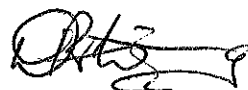




## Occupational Health and Safety Policy and Procedure

Policy number	P-11		
Version number	4.0		
Drafted by	Veronica Kioria		
Responsible person, CEO	Veronica Kioria	Signature 	Date: 22/5/19
Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 22/05/19
Scheduled review date	December 2021		

### Basic Beliefs/Purpose

Diamond Valley Learning Centre, (DVLC) is committed to ensuring the health and safety of its staff, students and other stakeholders, and to minimising the risk of injury or harm to anyone using its services.

### Scope

This policy applies to all DVLC staff, students, volunteers, Board members and other stakeholders.

### Policy Guidelines

DVLC values the health and safety of all its stakeholders, and seeks to take all reasonable precautions that would minimise the risk of injury or harm to anyone using DVLC services.

In order to meet this commitment, and related legal obligations, DVLC has assigned responsibilities to various stakeholders.

The DVLC Board is responsible for:

- providing a safe working and learning environment at DVLC, and for ensuring that safe systems of work are implemented;
- ensuring that health and safety policies, procedures and systems are developed and implemented that meet the requirements of Acts and Regulations governing Occupational Health and Safety and Workers Compensation and Rehabilitation;
- ensuring that equipment is safe and fit for purpose; and

- ensuring that sufficient resources have been allocated to implement the Occupational Health and Safety (OH & S) policy and procedure and related activities.

DVLC management is responsible for:

- convening an OH & S team for the purpose of overseeing all OH & S matters at DVLC, and for ensuring that the team, consisting of elected Health and Safety Representatives (HSRs) from all ranks of staff members, meets regularly;
- ensuring that OH & S policies and procedures are developed, reviewed and implemented with emphasis on the management and minimisation of risks to health and safety;
- ensuring that accidents / incidents are investigated, reported and rectified and that precautionary measures and/or appropriate control measures are implemented to prevent a recurrence;
- ensuring that OH & S policies, procedures and information is disseminated to all staff, and enforced;
- ensuring that effective communication and feedback mechanisms are in place; and
- including OH & S as a regular agenda item at meetings.

The OH & S team is responsible for:

- holding regular meetings;
- conducting regular hazard inspections and audits of safety systems;
- reporting all issues uncovered in inspections and audits, and for working with management to resolve issues and put control mechanisms in place;
- keeping staff informed of OH & S issues, especially at staff meetings;
- providing input to DVLC management in relation to the management of risk, critical incidents and emergencies; and
- providing training and safety information to HSRs.

DVLC staff are responsible for:

- taking reasonable care to protect their health and safety in the workplace, and that of others;
- keeping the work environment safe and promoting safety awareness;
- reporting any accident, incident, injury or hazard to HSRs and management as soon as practicable, and removing the hazard if it is safe to do so;
- complying with their legal obligations, the OH & S policy and procedure, and with any reasonable instruction at work that relates to health and safety;
- being aware of safe manual handling techniques;
- ensuring that any students in their duty of care follow OH & S practices;
- ensuring that visitors comply with health and safety instructions;
- ensuring that they do not endanger others through the consumption of drugs or alcohol;
- participating co-operatively in OH & S discussions and consultations; and
- actively participating in the planning and implementation of a rehabilitation program if injured, and abiding by medical constraints.

## Procedure Guidelines

1. All DVLC staff and volunteers are required to:
  - a. identify potential hazards in their work area and report them as soon as practicable to the OH & S team or their HSR;
  - b. remove hazards if it is safe to do so;
  - c. report accidents, injuries and incidents immediately according to the appropriate policy and procedure;
  - d. comply with OH & S instructions from the OH & S team or from management; and

- e. promote awareness of health and safety issues.
2. The OH & S team must meet regularly to:
    - a. address OH & S issues;
    - b. schedule regular site inspections (at least once per term), audits and practice evacuations (at least twice a year);
    - c. ensure that appropriate safety signage and evacuation notices are on display, and updated as required;
    - d. provide or schedule training for team and other staff members;
    - e. provide OH & S reports to management;
    - f. collaborate with management in improving the health and safety at DVLC; and
    - g. communicate OH & S information to staff.
  3. The OH & S team must take seriously all staff reports of OH & S matters, and respond immediately to critical reports. All reports must be recorded in the OH & S reporting Book and investigated.
  4. Management must address any OH & S issue raised by staff or the OH & S team and:
    - a. consult with the Board, if applicable;
    - b. resolve the issue with the assistance of the OH & S team;
    - c. carefully consider precautionary measures or control mechanisms for implementation;
    - d. advise all staff of changes to OH & S practices;
    - e. ensure that the OH & S policy and procedure is regularly reviewed and updated; and
    - f. take disciplinary action if the OH & S policy and procedure has been breached. Actions depend on the seriousness of the breach and may include dismissal, counselling and/or training for staff; students may be exited from their learning program.

## Definitions

**Health and Safety Representatives (HSRs)** are elected by the members of their designated work group (DWG). They represent the DWG on its occupational health and safety (OH & S) issues, concerns and interests. A DWG is a grouping of employees who share similar workplace health and safety interests and conditions. Under the Occupational Health and Safety Act 2004 (Vic), a HSR can:

- inspect any part of a workplace in which a member of their DWG works (after giving reasonable notice to their employer) and may inspect without delay if there is an incident or immediate risk to health or safety of any person;
- issue a Provisional Improvement Notice when they believe the OHS Act or Occupational Health and Safety Regulations 2017 (OHS Regulations) have been contravened in their workplace;
- direct work to stop if there is an immediate threat to anyone's health or safety, after they have consulted with their employer, and for whatever reason it is not appropriate to follow an agreed issue resolution procedure or the procedures in the OHS Regulations;
- ask WorkSafe to send an inspector to look into the issue.

## Related Policies

P-1 Risk Management Policy and Procedure

P-16 Student Complaints and Appeals Policy and Procedure

P-24 Critical Incident Policy and Procedure

P-26 Access, Anti-Discrimination, Equity, Diversity and Empowerment Policy

P-31 Student Safety and Security Policy

P-35 Mandatory Reporting and Protection of Children Policy and Procedure

P-40 Child Safe Policy

P-51 Bullying and Harassment Policy and Procedure

P-55 Anaphylaxis Management Policy and Procedure  
P-56 Accident and First Aid Policy and Procedure  
P-61 VCAL Student Behaviour Management Policy

### **Related Documents**

D-028 Student Handbook  
D-044 Human Resources Policy and procedure Manual

### **Legislation**

Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2017 (Vic)  
Education and Training Reform Act 2006 (Vic)  
Charter of Human Rights and Responsibilities Act 2006 (Vic)  
Equal Opportunity Act 2010 (Vic)  
Fair Work Act 2009  
Workplace Injury Rehabilitation and Compensation Act 2013 (Vic)  
Accident Compensation Act 1985 (Vic)  
Accident Compensation (Occupational Health and Safety) Act 1996 (Vic)  
Accident Compensation (WorkerCover Insurance) Act 1993 (Vic)  
Workers Compensation Act 1958 (Vic)

### **Mapping Information**

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3  
AQTF Standard 2.1, 2.3, 2.5, 3.2