

## OHS POLICY

### **Policy Statement**

A safe and healthy workplace for employees, students, parents, contractors and others who enter Kurnai College is vital. The promotion and maintenance of a safe working environment is a responsibility shared by all.

### **Our College will:**

- Comply with laws and regulations concerning occupational health and safety.
- Create a team approach to health and safety issues by establishing workplace health and safety consultative structure consistent with the OHS Act 2004.
- Give occupational health and safety a high profile by informing staff, resolving issues and identifying health and safety risks in the workplace.
- Prevent workplace accidents, injuries and disease.
- Comply with the OHS (Prevention of Falls) Regulations 2003.
- Inform, instruct and train employees required to carry out tasks likely to involve falls.
- Consult with staff elected Health & Safety Representatives and other employees.
- Comply with laws and regulations concerning manual handling to prevent workplace accidents and injuries caused by poor manual handling practices.
- Carry out risk assessments of manual handling activity undertaken by staff to identify hazards and minimize risks.
- Ensure that staff members made ill or injured because of their work are returned to work in the shortest possible time provided it is safe and practicable to do so or enable the injured or ill staff member to return to suitable alternative work in terms of the employee's work history, training and qualifications, and consistent with advice from health professionals

### **Implementation:**

#### *Consultation*

- Each campus principal will have an OHS management role to coordinate occupational health and safety as required in conjunction with the College OHS Officer.
- 5 Designated Work Groups (DWG's) are identified: Churchill Campus, Morwell Campus, University Campus, LV Flo and KYPP.
- Each campus will establish a Health and Safety Committee consisting of 1 principal and/or nominee, **2 elected and trained Health and Safety Representatives as defined in the OHS Act 2004** and up to two other interested staff members.
- The University Campus Health and Safety Committee will work in conjunction and be represented in the Federation University, Gippsland Campus's health and safety structure.
- The campus committees will meet as required following the College H&S committee meetings.
- A College Health and Safety Committee will be formed consisting of the college/campus principals, campus Health and Safety Representatives, the College Facilities Officer, the College OHS Officer and other campus committee members who wish to attend. Meetings will be held once per term in February, April, August and November prior to campus meetings.
- Appropriate health and safety action plans will be developed each semester and monitored as a proactive means of managing health and safety in the college.
- Health and Safety Representatives will be elected by staff in each Designated Work Group for a three year term.

#### *Communication*

- Minutes of meetings will focus on outcomes, be distributed to committee members and posted on the OHS notice board at each campus. Staff meeting agendas will include an opportunity for regular reports on occupational health and safety matters.
- OHS issues resolution procedures will be established displayed and staff will be informed about them.
- Each campus will document and implement effective first aid and emergency evacuation/lockdown procedures as required by the Department of Education and Training and consistent with Kurnai College policy.
- Adequate resources will be provided to ensure that each campus complies with the appropriate health and safety regulations.
- Appropriate information, literature and professional development will be provided to staff particularly the health and safety representatives as per the Occupational Health and Safety Act 2004.
- An OHS induction session will be held for new staff at the commencement of each year and as required.
- The DET OHS Management System will be implemented as required.

#### *Prevention of falls*

- **Identify** tasks that could lead to falls. First, those <2 metres which include accessing storage shelves, putting up displays on pin boards or hanging pictures. Second, those > 2 metres which include retrieving balls from the roof or guttering, accessing stage and ceiling lights, accessing mezzanine level storage areas, changing outdoor display signs, changing the time on clocks.

Also, those likely to be carried out by contractors including changing security lights, installing and accessing equipment at ceiling level in hall or gym, working near translucent domes or roofing material, servicing air conditioners, demolition works and installing or accessing antennae or satellite dishes.

- **Complete** risk assessments for the prevention of falls > 2 metres using the pro-forma provided in the Compliance Guidelines for Schools and the Kurnai College Workplace health and Safety Guidelines (PF4). Ensure that all contractors whose work may be height hazardous complete a risk assessment before commencing work.
- **Eliminate or reduce** the risks of falls by trying to reduce or eliminate the need to work where there is a fall hazard. This may be achieved by eliminating the tasks, working from ground level, installing permanent access platforms or ladders, or reducing the number of times a task needs to be done. e.g. collecting balls from the roof only once per term instead of weekly.
- **Provide** ladders and other equipment which are appropriate to the tasks, set up correctly and only used by trained and authorised people. These may include platform ladder steps, mobile fabricated scaffolding, ladder fixing devices, 'A' frame step ladders, 2-3 step ladders and extension ladders.
- **Each campus** will identify and provide ladder training for at least two staff members. Training will be carried out by WorkSafe accredited training providers such as Noel Arnold and Associates, Ergosh and Hazcon

- **Emergency** procedures must be in place before any task involving a fall hazard > 2 metres is undertaken. This means trained first aiders or medical treatment is available in the immediate vicinity, persons working from a ladder should have an attendant or spotter and provision must be available to call emergency services eg. an ambulance.

#### *Manual Handling Policy*

- Manual handling is *defined* as any movement which involves lifting, lowering, restraining, pulling, carrying, holding, throwing and activities involving sustained (awkward) posture, repetitive action and use of tools or equipment that have a vibrator component.
- Manual handling *risks commonly found in schools* include bending over to clean up or pick up rubbish, moving furniture, carrying computers/televisions, pushing a trolley or wheelie bin, restraining a child or separating fighting students, lifting a ladder, typing using a computer keyboard, stretching to reach a high shelf, lifting gym mats or equipment, moving awkward musical instruments and bending over for extended periods to help students at their desks.
- Each Campus Health and Safety Committee will carry out manual handling risk assessments of areas identified for audit annually using an appropriate manual handling risk assessment pro-forma which identifies the hazard, ranks the risk, and makes control recommendations. Refer to Kurnai College, OHS Guidelines for pro-forma.
- Manual handling risk assessment data will be collected and used to eliminate or reduce the risk in the workplace by altering the system of work, using mechanical aids and providing information and training.
- Staff professional development activities will be identified and advertised. These may use external providers eg. Hazcon or Noel Arnold & Associates or be conducted in house.
- Suitable posters concerning manual handling safety will be displayed.
- Regular workplace house keeping will identify and manage storage practices eg. minimize storing at height, storing heavy objects like photocopy paper between hip and shoulder height.

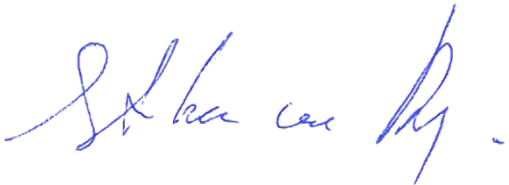
#### *Return to Work*

- The Campus must have a nominated Return to Work coordinator who will manage the return to work of any injured worker, and each staff member will be made aware of the name of the coordinator.
- Full details regarding the role of the Return to Work coordinator, and the management of employees return to work can be obtained from the WorkCover Management manual obtainable at: [www.sofweb.vic.edu.au/hrm/workcov/index.htm](http://www.sofweb.vic.edu.au/hrm/workcov/index.htm)
- All appropriate first aid and reassurance must be immediately provided to injured workers.
- Injuries to workers must be reported immediately to the Principal and the Accident Register must be completed.
- Return to work will commence as soon as practicable after illness or injury, and a return to work plan will be established using WorkCover criteria for any worker who is unable to work for 20 or more calendar days as the result of a work place injury.
- This plan will be established as soon as it is indicated that an absence from work of 20 or more days is likely.
- Remaining at or returning to work as soon as is safely possible after injury is a normal workplace practice and expectation.
- Suitable duties, which do not jeopardise the well being of the worker, will be provided, where possible, as part of the return to work program.

- There will be full involvement of workers in the development and implementation of their own return to work plan.
- Participation in a return to work program will not, of itself, prejudice any worker.
- Return to work activities will be reviewed weekly in consultation with the worker to ensure that progress is continuing.
- The confidentiality of workers' information during return to work and any occupational rehabilitation will be maintained.
- All staff are expected to assist and co-operate in ensuring that this policy is followed, and that their responsibilities in relation to worker rehabilitation are followed.

**Evaluation**

This policy will be reviewed as part of the College's four year review cycle.

<b>Date Implemented</b>	Week 3 – Term 2 - 2014
<b>Approval Authority (Signature and date)</b>	 8/3/16
<b>Dates Reviewed</b>	Week 7 – Term 4 – 2014 Week 7 – Term 1 – 2016
<b>Responsible for Review</b>	OHS Committee
<b>Next Review Date</b>	Week 7 – Term 1 - 2020