

# Occupational Health & Safety Policy

---

**Purpose:** CIC is committed to ensuring the safety, health and wellbeing of its employees, students and visitors through the provision of a safe workplace.

---

**Scope:** All CIC Staff, students, visitors, volunteers and contractors.

---

**Implemented by:** Principal

---

**Approved by:** CIC Board

---

**Communicated via:** School website, Staff Induction, Staff Meetings, Policies and Procedures Manual

---

**Reviewed:** Every three years or as legislative changes or improvements are identified

---

## Corner Inlet College (CIC)

- values its people and recognises that health and safety is integral to achieving a high level of educational and work performance outcomes
- is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment
- will so far as is reasonably practicable, take action to improve and promote Occupational Health and Safety (OHS) to prevent workplace injuries and illnesses within the School's environment.

CIC acknowledges its responsibility for the duty of care owed to any person attending the premises or engaging in activities. The duty of care extends to all people including staff, students, visitors, volunteers and contractors.

The duty of care includes:

- That reasonable measures are taken to protect students (and other persons) from reasonably foreseeable risks of injury.

- Taking reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises
- That reasonable precautions are taken to prevent the abuse of a child by an individual associated with CIC while the child is under the care, supervision or authority of the school.
- That different and sometimes greater measures may need to be taken for younger students or students with disabilities when discharging the duty of care.

In the promotion of a safe workplace, CIC will:

- Consult with staff, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- identify and reduce OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- comply with relevant legislation, procedures and guidelines relating to OHS
- provide a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthen leadership capability and accountability for OHS through attending professional learning in reference to OHS
- actively support the physical and psychological wellbeing of staff by providing access to the Employee Assistance Program, personal leave and annual leave
- monitor, respond and report on OHS performance outcomes to drive continuous improvement
- allocate adequate resources to maintain a healthy, safe and supportive workplace environment
- provide appropriate OHS information and training for staff in order to provide a safe and supportive workplace and to meet the school's legislative obligations
- report and investigate incidents where appropriate, and act to prevent re-occurrence.

In the promotion of a safe workplace, employees, visitors, volunteers and contractors are required to:

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting and reducing OHS hazards and risks
- cooperate with the school on OHS matters including following procedures and actively participating in consultation and training as deemed appropriate by the school.

## Implementation Guidelines

- CIC will take steps as far as reasonably practicable to eliminate risks to health and safety and provide and maintain a work environment that is safe and without risk to health.

CIC shall:

- implement and fulfill its responsibilities under the Occupational Health and Safety Act, the Dangerous Goods Act and the OHS Regulations
- ensure that there is regular consultation between the school and employees (and students as applicable)
- ensure that all specific policies operating within Corner Inlet College, are revised periodically or as required, and are consistent with school health and safety objectives
- provide information, training and supervision so that employees can do their work safely and without risks to health

## All Employees

- will take reasonable care for their own health and safety, as well as the health and safety of other people who may be affected by their work, such as students and other employees.
- must cooperate with CIC efforts to comply with its legal duties and will not willfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees, students and others
- must act in accordance with agreed school procedures for accident and incident reporting and report potential hazards to the Principal as soon as its practicable.

## Contractors/Employees

- Corner Inlet College will take steps as far as reasonably practicable to ensure that a contractor and its employees:
  - Carry out their work in safe premises using proper and safe plant and equipment
  - Employ systems of work that are safe and in which there has been adequate instruction, training and supervision.
- At Corner Inlet College, Contractors must:
  - comply with the school's policies and procedures as a part of their contract
  - report any hazards or accidents
  - be suitably experienced to perform tasks
  - be in possession of all necessary licenses, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations
  - undertake the works in a responsible and safe manner

- confirm with the school that they are in receipt of all necessary information regarding the task
- provide copies of licenses & permits, WorkCover currency certificate and proof of Public Liability Insurance
- perform a risk assessment prior to starting work to ensure the workplace is free of hazards
- Failure to comply or observe a direction of CIC will be considered a breach of the contract and sufficient grounds for termination of the contract.
- Upon the completion of work, CIC will inspect the works to ensure that the work is completed and the site is left free from hazards and presents no risk of injury to any person who comes in contact with the site.

### **Consultation with staff**

- OH&S is included as an agenda item at Staff meetings which are held regularly.
- OH&S information is provided to staff through the Principal.
- Staff are deemed to be the Health and Safety Working Group for the school.

In addition, CIC has a number of opportunities for employees to provide feedback on occupational health and safety, along with the process of involving employees in identifying hazards, reporting problems and providing possible solutions to occupational health and safety issues. At CIC, we encourage and require employees' participation in reporting health and safety risks.

### **Induction of new staff**

- All new staff at CIC will be informed of the Occupational Health and Safety policies of the school through the employee induction process.
- Staff will be trained in safety procedures and be given a working knowledge and understanding of the commitment of the school to safety and the prevention of accidents in the workplace.

### **Risk & Hazard Management**

- Corner Inlet College actively works towards meeting the safety needs of its employees and community as effectively as it can. A systematic process of evaluation is in place to provide information on which to base plans for improvement, by reducing the risk factors for accidents. It is the intention of the school that involvement in such a process raises the level of consciousness and sensitivity of all involved to issues of workplace health and safety.
- Risk and hazard management at CIC requires:
  - Annual Audit of the school grounds and facilities
  - OHS to be discussed at weekly staff meetings

- Key Risk Area Checklist undertaken across two areas per cycle
- All incidents, injuries and near misses to be reported on the Hazard & Incident Report Form, and reviewed annually for trends or improvements.

## Key Risks

The following are considered key risk areas at CIC:

- slips, trips and falls
- manual handling
- dangerous goods and equipment
- electrical
- psychological illnesses and injuries
- contagious illnesses
- environmental
- bullying and harassment
- bushfire and grassfire
- airborne contaminants
- obstruction of building exits

To reduce the risk of these hazards and incidents occurring, CIC uses a checklist to proactively identify items or situations which need rectification or monitoring. All the risk areas are reviewed every team.. These checklists do not replace the need for all employees to be aware of their surroundings, notice changes or issues that could give rise to an incident or to work safely.

## Annual Audit

- An annual audit is conducted by the Principal and reported to the Board. This involves:
  - review of all Hazard & Incident Reports for the last 12 months
  - summary of existing and potential risks based on past reports
  - summary of risk control and mitigation plans based on past reports
  - review of work practices, equipment and facilities in the school
  - On site review utilising the Key Risk Checklist

## Safe Work Practices

- Corner Inlet College has in place safe work practices for specific activities undertaken by employees and contractors. These include Manual Handling, Noise, Ladder Work and Bus Driving.

## Flammable Materials

- All flammable materials (e.g. chemicals, solvents and thinners, alcohols, oil-based paints and resins) that are used, handled or stored onsite in a lockable cabinet shall be managed in such a way as to minimise the risks to health and safety associated with those liquids.
- This can be done by following these key requirements:
  - Store the lowest practicable quantity of any flammable material
  - Ensure flammable liquids are stored in appropriate containers and labelled accurately and stored appropriately from authorised use
  - Have a material Safety Data Sheet for all flammable and combustible materials on file

## Illnesses

- CIC will notify all parents if a communicable illness or disease is present, or was present, in the student or staff population.
- CIC will notify all staff and parents if headlice is detected at school.
- Staff are to use Protective Apparel when administering first aid or topical medications.
- If a student becomes unwell at school, they will be monitored and (if necessary) isolated until they can be collected.
- Bodily fluids such as faeces and vomit should only be cleaned by specific cleaning staff where practicable, utilising Protective Apparel, and only when not practicable should teaching or administrative staff clean up bodily fluids.

## Accidents and Injuries

### Notification - Register of Injuries

- When a significant accident or an injury occurs in CIC, the affected person/s must notify CIC as soon as is practicable (preferably immediately) of the incident occurring, and at this time details must be entered in the Register of Injuries. The Board will be notified of any accident or injury that is entered into the Register of Injuries as soon as is practicable and reported to WorkSafe (as applicable).

### Notice of serious injury

- CIC is aware of its obligations to immediately notify WorkSafe by telephoning 13 13 60 in the event of:
  - the death of any person; or
  - a person requiring medical treatment within 48 hours of exposure to a substance; or
  - a person requiring immediate treatment as an in-patient in a hospital; or
  - a person requiring immediate medical treatment for:
    - the amputation of any part of his or her body; or
    - a serious head injury; or
    - a serious eye injury; or
    - the separation of his or her skin from underlying tissue (such as de-gloving or scalping); or
    - electric shock; or
    - a spinal injury; or
    - the loss of a bodily function; or
    - serious lacerations.
- A written notification of the event on the WorkSafe Incident Notification Form will also be sent to WorkSafe within 48 hours of the incident. CIC will keep a copy of this record.

## Accident and Injury Investigation

- Corner Inlet College has put a system in place for the reporting and recording of accidents and injuries.
- The Principal will be advised when an accident or injury occurs and will ensure that steps are taken to reduce the risk of further injury in the workplace by identifying and as far as reasonably practicable, reducing the risk of subsequent injury or accident of that kind. Confidentiality for the injured employee will be maintained at all times unless not practical to do so.
- Gathering this type of information is important and involves a whole range of people within our school. Incident data when combined with information from inspections, checklists, and interviews will provide valuable insights into health and safety within the school. Such information allows for making informed decisions as to what action can be taken to reduce risks or hazards.

## Injured Employees

- Corner Inlet College recognises that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation. The school believes that providing a safe, early return to meaningful and productive work is in the best interest of all staff. Consequently, it encourages full and active participation from all levels of management and staff in creating a supportive environment conducive to the rehabilitation process and the speedy return



of colleagues to the workplace. CIC will abide by the Workplace Injury Rehabilitation and Compensation Act 2013 and advice given by WorkSafe Victoria and our insurer as to specific return to work practices for each situation.

### **Related Documentation**

- School Maintenance Schedule
- Emergency Management Plan
- Register of Injuries
- WorkSafe Victoria Incident Notification Form