

Vermont Secondary College
**RISK MANAGEMENT AND
OCCUPATIONAL HEALTH & SAFETY POLICY**

Vermont Secondary College recognizes it has a responsibility to provide and maintain a working environment that is safe and with minimum risk to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school. Promotion and maintenance of a safe working environment is a responsibility shared by all members of the Vermont Secondary College community.

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities. A consultative, co-operative approach between employees and management on OH&S issues will be a key priority.

This policy acknowledges:

- (i) all DE&T policies and procedures related to risk management,
- (ii) the College's legal obligations under the Victorian OH&S Act 2004, Common Law duty of care, and
- (iii) Australian Standard 4360 (Risk Management)

Policy Objectives

- To comply with OH&S legislation and DE&T directives and guidelines relating to health and safety.
- To minimize the occurrence of injury and illness in the college through systematic hazard identification, risk assessment and control
- To investigate accidents (including serious near misses) with a view to preventing reoccurrence
- To maintain written records on all OH&S activities undertaken
- To implement staff health and wellbeing strategies
- To provide a Return to Work (RTW) program for employees in the event of injury or illness.

General Principles

- A Risk Management Strategic Plan will be developed and revised every three years to ensure effective implementation of all procedures and processes relating to Risk Management and OH&S.
- Election of one or more Health & Safety Representatives and provision of relevant training.
- Appointment of a Management Representative.
- The Risk Management Committee representing employees, students, parents and management meets twice per term.
- Regular evaluation of compliance with legislation.
- Formal processes for reporting, recording and investigating potential or actual risks.
- Reporting and documenting all injuries, incidents and near misses.
- Investigating incidents and near misses and reporting outcomes.
- Regular review of risk assessments and operating practices.
- Periodic walk through audits.
- Preventative maintenance of equipment.
- Emergency management procedures in place and periodically reviewed.
- Training staff in Risk Management and OH&S procedures.
- Raising student awareness through SRC Representatives, diary inserts, bulletin announcements, etc.
- Provision of appropriate first aid personnel.
- Regular reporting to School Council and an annual report.
- Promote Sunsmart practices including the use of hats
- Providing an induction package to all employees.
- OH&S Checklist to be complete by all contractors / tradespeople.

RESPONSIBILITIES

(i) Management

As employers, **the Principal** and **School Council** have direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation. Employers' direct duties under the OH&S Act (2004) include:

- ◆ providing and maintaining a safe, healthy learning environment;
- ◆ providing and maintaining safe plant and systems of work;
- ◆ making arrangements for the safe use, handling, storage and transport of plant and substances;
- ◆ maintaining the workplace in a safe and healthy condition;
- ◆ providing adequate facilities for staff welfare;
- ◆ providing such information, instruction, training and supervision to staff to enable them to perform their work in a safe and healthy manner.

Responsibility for Risk Management and OH&S has been assigned to a member of the Principal Class.

(ii) **The Risk Management Committee** has been set up by School Council and reports monthly to the Council.

- Membership of the Risk Management Committee includes:
 - 1 School Council representative
 - 1 Principal Class representative
 - Up to Seven KLA representatives
 - 1 Schools Support Officer representative
 - Up to three parent representatives
 - Up to four student representatives

The Risk Management Committee is responsible for:

- ◆ reporting any risk management concerns to the Principal and School Council
- ◆ negotiating with the Professional Development (PD) co-ordinator on appropriate PD
- ◆ prioritizing risk areas to be addressed
- ◆ implementing and monitoring Risk Management procedures
- ◆ ensuring Risk Management and OH&S documentation is in place and up to date
- ◆ reporting any facilities risks to maintenance staff / Assistant Principal / Buildings & Grounds Committee
- ◆ undertaking an annual walk-through audit
- ◆ enhancing risk management and OH&S in the college

(iii) **The Health & Safety Representative** (s) is/are responsible for:

- ◆ advising the management representative and/or program leaders about responsibilities under the Workplace Health and Safety Act 2004 and the overall state of occupational health and safety at the college.
- ◆ promoting occupational health and safety within Vermont Secondary College by developing safer, healthier and more efficient ways of working.
- ◆ reporting identified hazards and appropriate risk control measures to program leaders, the management representative and the Risk Management Committee.
- ◆ assisting in identifying appropriate training programs in occupational health and safety.
- ◆ acting as a representative for the Risk Management Committee.
- ◆ participating in workplace audits to identify hazards and unsafe workplace conditions and work practices.

- (iv) **KLA Co-ordinators and other Program Co-ordinators** are responsible for the health and safety performance of their team. This responsibility extends to:
 - ◆ maintaining the workplace in a safe condition;
 - ◆ hazard identification and reporting;
 - ◆ actively promoting and implementing agreed Risk Management and OH&S procedures
 - ◆ identifying Risk Management and OH&S training needs of both individual staff and the team as a whole.
- (v) An **Assistant Principal** is responsible for Staff Wellbeing.
- (vi) The **Student Services Committee** is responsible for Student Wellbeing.
- (vii) The **Finance Committee** is responsible for financial risk.
- (viii) The **Teaching and Learning Committee** is responsible for curriculum related risk.

ALL STAFF have a responsibility to:

- ◆ take reasonable care of their own health and safety and the safety of others affected by their acts and omissions.
- ◆ report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
- ◆ follow established safe working practices.

ALL STUDENTS have a responsibility to:

- ◆ take reasonable care of their own health and safety and the safety of others affected by their acts and omissions.
- ◆ report hazards, accidents or incidents (near misses) in accordance with agreed school procedures
- ◆ follow established safe working practices.

Vermont Secondary College is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness.

Signed:

Rod Williamson
Principal

John Addison
President, School Council

Date: _____

Review Date / Circle: _____