

# MOOROOLBARK GRAMMAR

## OH&S Policy & Procedure



### Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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### PURPOSE

Mooroolbark Grammar is committed to occupational health and safety. It is understood that there is a shared legal responsibility, commitment and accountability by all persons to implement Mooroolbark Grammar Occupational Health and Safety Policy and Procedure whilst at the School.

This policy is on-going and applies to all staff, educators, parents, children, relief educators, contractors, visitors, volunteers and students attending the School.

### SCOPE

Mooroolbark Grammar commits to provide a safe and healthy environment for employees, families, children, relief educators, contractors, visitors, students and volunteers. Mooroolbark Grammar endeavours to protect the health, safety and welfare of all members of its community. The commitment to occupational health and safety (OH&S) will be evident by the integration of that commitment into all organisational activities.

#### *Definitions:*

The terms defined in this section relate specifically to this policy.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury. In the context of this policy, duty of care refers to the responsibility of Mooroolbark Grammar to provide children, staff, students, volunteers, contractors and anyone visiting Mooroolbark Grammar with an adequate level of care and protection against reasonable foreseeable harm and injury.

**Hazard:** An element with the potential to cause death, injury, illness or disease.

**Hazard identification:** A process that involves identifying all foreseeable hazards in the workplace and understanding the possible harm that each hazard may cause.

**Hazard management:** A structured process of hazard identification, risk assessment and control, aimed at providing safe and healthy conditions for employees, contractors and visitors while on the premises.

**Harm:** Includes death, or injury, illness (physical or psychological) or disease that may be suffered by a person as a consequence of exposure to a hazard.

**Material safety data sheet:** Provides employees and emergency personnel with safety procedures for working with toxic or dangerous materials. The data sheet includes all relevant information about

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the material such as physical properties (e.g. melting/boiling point, toxicity and reactivity), health effects, first aid requirements and safe handling procedures (e.g. personal protective equipment, safe storage/disposal and management of spills).

**Risk:** The chance (likelihood) that a hazard will cause harm to individuals.

**Risk assessment:** A process for developing knowledge/understanding about hazards and risks so that sound decisions can be made about the control of hazards. Risk assessments assist in determining:

- what levels of harm can occur
- how harm can occur
- the likelihood that harm will occur.

**Risk control:** A measure, work process or system that eliminates an OHS hazard or risk, or if this is not possible, reduces the risk so far as is reasonably practicable.

### *Background*

Everyone involved in an education environment has a role to play in ensuring Mooroolbark Grammar operations are safe and without risk to the health and safety of all parties. In Victoria, health and safety in the workplace is governed by a system of laws, regulations and compliance codes that set out the responsibilities of employers and employees to ensure safety is maintained at work.

The *Occupational Health and Safety Act 2004* (OHS Act) sets out the key principles, duties and rights in relation to workplace health and safety. The *Occupational Health and Safety Regulations 2007* specifies the ways duties imposed by the OHS Act must be undertaken and prescribes procedural/administrative matters to support the OHS Act, such as requiring licenses for specific activities, or the need to keep records or notify authorities on certain matters.

### **The legal duties of an employer under the OHS Act are:**

- to provide and maintain a workplace that is safe and without risk to the health of employees. This responsibility extends to contractors for routine tasks over which the employer has management. For contractors completing non-routine tasks, the employer must ensure that the school's daily operations and layout do not pose unreasonable risks
- to ensure other individuals, such as families and visitors, are not exposed to health and safety risks arising from the school's activities
- to consult with employees about OHS matters that will, or will likely, affect employees directly, including identifying hazards and assessing risks, and making decisions about risk control measures.

### **The OHS Act places the responsibility on employees for:**

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the employer, including following guidelines, attending OHS-related training, reporting incidents, co-operating with OHS investigations, encouraging good OHS practice with fellow employees and others at Mooroolbark Grammar, and assisting the employer with conducting OHS inspections during operating hours
- not interfering with safety equipment provided at the service, such as fire extinguishers.

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### PROCEDURE

#### The Principal is responsible for:

Providing and maintaining a work environment that is safe and without risks to health (OHS Act: Section 21). This includes ensuring that:

- there are safe systems of work
- all plant and equipment provided for use by staff, including machinery, appliances and tools etc., are safe and meet relevant safety standards
- substances, and plant and equipment, are used, handled, and stored safely
- material safety data sheets are supplied for all chemicals kept and/or used at the school
- there are adequate welfare facilities e.g. first aid and dining facilities etc.
- there is appropriate information, instruction, training and supervision for employees

*(Note: This duty of care is owed to all employees, children, parents/guardians, volunteers, students, contractors and any members of the public who are at the workplace at any time)*

- ensuring there is a systematic risk management approach to the management of workplace hazards.

#### This includes ensuring that:

- hazards and risks to health and safety are identified, assessed and eliminated or, if it is not possible to remove the hazard/risk completely, effectively controlled
- measures employed to eliminate/control hazards and risks to health and safety are monitored and evaluated regularly

#### Ensuring regular safety audits of the following:

- indoor and outdoor environments
- all equipment, including emergency equipment
- playgrounds and fixed equipment in outdoor environments
- cleaning services
- horticultural maintenance
- pest control
- monitoring the conditions of the workplace and the health of employees (OHS Act: Section 22)
- protecting other individuals from risks arising from the school's activities, including holding an open day or a working bee etc., or any activity that is ancillary to the operation of the school e.g. contractors cleaning the premises after hours (OHS Act: Section 23)
- providing adequate instruction to staff in safe working procedures, and informing them of known hazards to their health and wellbeing that are associated with the work that they perform at the school
- ensuring that all plant, equipment and furniture are maintained in a safe condition
- developing procedures to guide the safe use of harmful substances, such as chemicals, in the workplace
- ensuring that OHS accountability is included in all position descriptions
- allocating adequate resources to implement this policy
- displaying this policy in a prominent location at the school

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- ensuring the physical environment at the service is safe, secure and free from hazards for children
- implementing/practising emergency and evacuation procedures
- implementing and reviewing this policy in consultation with all staff (OHS Act: Section 35)
- identifying and providing appropriate resources, induction and training to assist teachers, staff, contractors, visitors, volunteers and students to implement this policy
- ensuring teachers, staff, contractors, volunteers and students are kept informed of any relevant changes in legislation and practices in relation to this policy

### Consulting appropriately with employees on OHS matters including:

- identification of hazards
- making decisions on how to manage and control health and safety risks
- making decisions on health and safety procedures
- proposed changes at the school that may impact on health and safety
- notifying WorkSafe Victoria about serious workplace incidents, and preserving the site of an incident (OHS Act: Sections 38–39)
- holding appropriate licenses, registrations and permits, where required by the OHS Act
- attempting to resolve OHS issues with employees or their representatives within a reasonable timeframe
- not discriminating against employees who are involved in health and safety negotiations
- allowing access to an authorised representative of a staff member who is acting within his/her powers under the OHS Act
- producing OHS documentation as required by inspectors and answering any questions that an inspector asks
- not obstructing, misleading or intimidating an inspector who is performing his/her duties.

### The Occupational Health and Safety Officer is responsible for:

- ensuring that all teachers/staff are aware of this policy, and are supported to implement it at the school
- ensuring that all equipment and materials used at the school meet relevant safety standards
- ensuring the school is up to date with current legislation on child restraints in vehicles if transporting children
- implementing and practising emergency and evacuation procedures
- implementing and reviewing this policy in consultation with the management team and all staff, contractors and parents/guardians
- identifying and providing appropriate resources and training to assist educators, staff, contractors, visitors, volunteers and students to implement this policy
- keeping up to date and complying with any relevant changes in legislation and practices in relation to this policy.

### Persons in day-to-day charge of the school and other teachers/staff are responsible for:

- taking care of their own safety and the safety of others who may be affected by their actions
- co-operating with reasonable OHS actions taken by the Principal, including:
- following OHS rules and guidelines

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- attending OHS training as required
- reporting OHS incidents
- co-operating with OHS investigations
- encouraging good OHS practices with fellow employees and others attending the school
- assisting the Principal with tasks relating to OHS, such as conducting OHS inspections during working hours
- not interfering with safety equipment provided by the Principal
- practising emergency and evacuation procedures
- ensuring the physical environment at the school is safe, secure and free from hazards for children
- maintaining a clean environment daily, and removing tripping/slipping hazards as soon as these become apparent
- ensuring the school is up to date with current legislation on child restraints in vehicles if transporting children
- implementing and reviewing this policy
- ensuring regular safety audits of the following: (Qualified staff are responsible in delegating staff to do these audits)
- indoor and outdoor environments
- all equipment
- playgrounds and fixed equipment in outdoor environments
- horticultural maintenance
- ensuring that all cupboards/rooms are labelled accordingly, including those that contain chemicals and first aid kits, and that locks are installed on doors and cupboards where contents may be harmful
- ensuring the physical environment at the school is safe, secure and free from hazards for children

### **Students on placements, volunteers, contractors and parents/guardians at the school are responsible for:**

- being familiar with this policy
- co-operating with reasonable OHS rules implemented by the school
- not acting recklessly and/or placing the health and safety of other adults or children at the school at risk.

### **Legislation and Standard**

Accident Compensation Act 1985, as amended 2007  
AS/NZS 4804:2001 and 4801:2001 Occupational health and safety systems  
Occupational Health and Safety Act 2004  
Occupational Health and Safety Regulations 2007

### **Sources**

Getting into the Act, WorkSafe Victoria  
Getting help to improve health and safety, WorkSafe Victoria  
Guide to the OHS Act 2004, WorkSafe Victoria  
Managing safety in your workplace, WorkSafe Victoria  
WorkSafe Victoria: [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

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### COMMUNICATION

This policy will be communicated in the following ways:

- Available through the school's communication portal
- Included in staff induction processes
- Discussed at staff briefings/meetings as required

### POLICY REVIEW AND APPROVAL

This policy will be reviewed every 2 years and will also be updated if significant changes are made to school grounds that require a revision of the school's OH&S procedures.

Policy last reviewed	October 2024
Approved by	Principal October 2024
Consultation (Recommended)	Staff
Approved by	School Governing Board October 2024
Next scheduled review date	October 2026

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### OH&S Expectations/Rules/Guidelines

These guidelines must be followed having regard to all staff duties performed at Mooroolbark Grammar School. Employees, Relief Teachers, Volunteers and Students must comply with these guidelines at all times as a strict condition of employment. Failure to adhere to these guidelines may initiate disciplinary action.

- Always check the school grounds for any hazardous situations and report such immediately to the Principal
- Personal protective equipment must be worn when working with anything that would be considered a risk to health or safety as in science experiments, gardening, certain sports, art projects, etc
- Suitable clothing must be worn at all times (revealing attire is not acceptable)
- Check the condition of equipment prior to use
- Ensure that all electrical equipment is tested/tagged and ensure that leads are not placed where anyone can trip over them
- Smoking is prohibited in the school buildings/grounds and is only permitted on designated breaks in the staff car park. Smokers should be discreet and be out of sight of students or public persons entering the school
- Report all injuries, accidents, near misses and unsafe conditions immediately to the Principal
- All staff are responsible for keeping the work area clean and tidy and equipment in safe working order
- Do not indulge in horseplay or practical jokes
- Workplace bullying and harassment will not be tolerated. This includes both physical and verbal abuse, sexual and racial taunts and intimidation
- Always comply with warning signs and school safety instructions
- Do not come onto school premises under the influence of intoxicating liquor or drugs
- Do not bring intoxicating liquor or drugs onto school premises
- Use aids such as a trolley or 2 person lifts to carry or handle large, awkward or repetitive loads
- Always make sure that the most suitable measures are put in place to ensure that members of the public are not exposed to possible hazards. This could include witches hats, signage or barricading areas of the school
- Where ladders are used to access height, a second person must support the ladder at the base
- Report any safety hazards or concerns to the Principal immediately;
- Any breach of the above rules will be subject to the school's normal discipline and counselling procedures.

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**Occupational Health & Safety Guidelines** - I hereby acknowledge that I have been provided with a copy of the Mooroolbark Grammar School OH&S Expectations/Rules/Guidelines, have read and understood same Guidelines and that I will follow the guidelines and instructions contained therein.

Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Issued By: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

File this acceptance in the Employee/Volunteer file