

# OCCUPATIONAL HEALTH & SAFETY (OHS) POLICY



**SALESIAN  
COLLEGE**  
CHADSTONE EST. 1957

## Rationale

To ensure staff, students, visitors contractors and volunteers are aware of the College's approach to OHS, that OHS is an integral part of all our operations and that everyone has responsibilities to contribute to a safe and healthy workplace.

## Policy

The College is committed to providing a safe and healthy workplace (without risks to physical and mental health) for staff, students, visitors, contractors and other parties by discharging its OHS responsibilities.

All community members are expected to play a part in health and safety and meet their obligations.

Incidents (including injuries and illnesses) must be reported as early as practicable and, where required by law, return to work planning and implementation undertaken and incidents notified to Worksafe Victoria. Worksafe Incident Notification should be undertaken as soon as it is known that a death or serious injury has occurred.

## Responsibilities

**The College (through the Principal and Leadership Team) is responsible for:**

- Providing safe systems of work (including for the safe use, handling and storage of substances) so far as is practicable.
- Following a systematic approach to meeting OHS obligations including development of policies and procedures.
- Providing adequate resources for implementing this policy and assigning responsibilities for OHS duties.
- Providing and maintaining safe plant and systems of work, and monitoring arrangements for the safe use, handling, storing and transport of plant and substances.
- Providing information, instruction, training and supervision for employees and contractors to enable them to work in a safe and healthy manner.
- Consulting with employees (and their representative), college leaders and other stakeholders on OHS issues.
- Resolving any OHS issues and striving for continuous improvement.
- Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria.

**Managers and supervisors (supervising work of other staff and / or students) should:**

- Be accountable for OHS in areas under their control.
- Have an understanding of OHS risks and hazards.
- Actively practice and develop proper attitudes towards OHS matters.
- Identify and control risks associated with work / activities using risk management processes.
- Ensure that safe work practices are employed.
- Ensure staff, students and others receive appropriate induction, training and information and use safety equipment where required.

**Employees, contractors and sub-contractors must:**

- Be aware each plays a part in OHS.
- Undertake appropriate safety training and be familiar with and comply with this policy, procedures and guidelines developed to promote a safe and healthy work environment.

- Take reasonable care of their own health and safety and that of others affected by their actions or omissions and eliminate or minimise risks and hazards.
- Act in accordance with policies and procedures including accident and incident reporting and reporting potential hazards.
- Seek information or advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for activities including protective clothing and footwear.
- Be familiar with emergency management procedures including the location of emergency equipment and comply with instructions given by emergency personnel such as emergency wardens and first aid staff.
- Not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students.

**The OHS Committee is responsible for:**

- Discussing OHS issues and making recommendations to Leadership including:
  - OHS objectives and targets.
  - Monitoring systems / processes to identify and control hazards / risks..
  - Emergency management.
  - Staff access to materials / skills to effectively manage OHS risks.

**The Return to work officer(s) are** staff appointed to assist employees with return to work following workplace incidents, accidents and injuries.

**The OHS representative (elected by staff every 3 years) is required to:**

- Represent staff and voice their views and concerns to the OHS Committee and Leadership.
- Assist in disseminating OHS information.
- Attend the OHS committee (minimum four times per year).

**Other parties are responsible for:**

- Contractors (and their employees) must comply with health and safety requirements and procedures and staff involved in the selection, supervision and appraisal of contractors must apply Worksafe guidance notes.
- Fulfilling their duties under OHS legislation whilst in any area under the control of the College.

**Resources**

<http://www.cecv.catholic.edu.au/OHS-WorkCover/>

OH&S Act 2004 & Regulations 2007

OHS (Hazardous Substances) Regulations 1999

Dangerous goods (storage & handling) Regulations 2000

Important Return to Work (RTW) Information

Emergency Management Policy

**Review date**

This version – 1 – 30 July 2020

Review - July 2022

## Important Return to Work (RTW) Information

### Salesian College Chadstone – RTW obligations under Victorian Workers' Compensation (OHS) legislation

Obligation	How the College will meet its obligations
Make RTW information available and consult about how it is made available	<p>Salesian College Chadstone is required to make RTW information available to staff including:</p> <ul style="list-style-type: none"> <li>its obligations under OHS legislation</li> <li>employees' rights and obligations under legislation and where further information can be found</li> <li>contact details of our authorised agent</li> <li>contact details of our RTW Coordinator</li> <li>procedures for resolving RTW issues</li> </ul> <p>by providing this document and consulting about how the information is provided.</p>
Provide employment	<p>To the extent that it is reasonable, the College will provide suitable employment to an injured employee if they have a current work capacity and provide pre-injury employment to them if they no longer have an incapacity for work. To the extent that it is reasonable, the College will provide pre-injury or suitable employment to an injured employee for a period of 52 weeks of incapacity. This will commence from the earliest of:</p> <ul style="list-style-type: none"> <li>date a <i>Certificate of Capacity</i> or a <i>Worker's Injury Claim Form</i> in which weekly payments are claimed is received, or</li> <li>date the authorised Agent notifies us of receipt of same.</li> </ul>
Plan RTW	<p>From the earliest of when the College receives a <i>Worker's Injury Claim Form</i> in which weekly payments are claimed or when the initial <i>Certificate of Capacity</i> from the employee or the authorised Agent notifies us of receipt of same, the College will, to the extent that is reasonable, commence RTW planning. As part of that, the College will:</p> <ul style="list-style-type: none"> <li>obtain relevant information about capacity for work</li> <li>consider reasonable workplace support, aids or modifications to assist RTW</li> <li>assess and propose options for suitable employment or pre-injury employment</li> <li>engage in consultation about RTW</li> <li>provide clear, accurate and current details of RTW arrangements</li> <li>monitor progress</li> </ul> <p>as often as is necessary for RTW consistent with the capacity for work.</p>
Consult about the return to work of a employee	<p>The College will, to the extent that it is reasonable to do so, consult with the employee, their treating health practitioner (with consent) and occupational rehabilitation provider (if one is involved) in relation to the RTW by:</p> <ul style="list-style-type: none"> <li>sharing information about the RTW</li> <li>providing a reasonable opportunity for the employee to consider and express their views about RTW, and</li> <li>taking those views into account.</li> </ul> <p>The College will consult directly with the employee about RTW but the employee may be represented, assisted or supported by a representative (except for a legal practitioner) during any consultation.</p>
Nominate and appoint a RTW Coordinator	<p>The College has appointed a RTW Coordinator who has an appropriate level of seniority and is competent to assist in meeting our obligations under OHS legislation.</p>
Cooperate with labour hire employers	<p>If the College hires a labour hire worker who suffers an incapacity for work resulting from (or materially contributed to by) an injury arising out of working with us, we will, to the extent that it is reasonable to do so, cooperate with the labour hire employer in respect of action taken by the labour hire employer to provide employment, plan RTW and consult to facilitate a RTW.</p>
Resolution of return to work issues	<p>The College will attempt to resolve return to work issues in accordance with the procedure specified in the RTW (Ministerial Direction) Issue Resolution Process.</p>

## Employee's return to work rights and obligations

### ***Injured employee rights are:***

- To be provided with RTW information and be consulted about how the information is made available.
- To the extent reasonable, be provided with suitable employment if there is a current work capacity or pre-injury employment if they no longer have an incapacity for work for a period of 52 weeks.
- To be consulted about planning RTW.
- To be provided with clear, accurate and current details of RTW arrangements.
- To the extent reasonable, be consulted and provided with RTW information and to be given a reasonable opportunity to consider and express views and have those views considered.
- To be represented, assisted and supported (except by a legal practitioner) during any stage of the return to work process, including in the consultation process.

### ***Injured employee's obligations are:***

- In co-operation with the College and Agent, make reasonable efforts to actively participate and cooperate in planning for RTW and RTW in suitable or pre-injury employment.
- To actively use an occupational rehabilitation service where provided and cooperate with the provider of that service.
- To actively participate and cooperate in assessments of capacity for work, rehabilitation progress and future employment prospects at the request of the College and/or the Agent.
- To actively participate and cooperate with a representative of the Agent in an interview to enhance opportunities to RTW.
- If an issue about RTW arises, to attempt to resolve the issue in accordance with the procedure for resolving RTW issues.

If you do not comply with one or more of the above obligations, your weekly payments may be suspended, terminated or ceased and determined in accordance with the legislation by our Agent.

Additional details regarding the rights and obligations of an injured worker are available in WorkSafe's *Return to Work Obligations – Information for workers* fact sheet available from [worksafe.vic.gov.au](http://worksafe.vic.gov.au) or via the WorkSafe Advisory Service ph: (free-call) 1800 136 089 or (03) 9641 1444.

### **Where to get help**

Our Return to Work Coordinator	PETER KNIGHT Ph 98319528 <a href="mailto:pknight@salesian.vic.edu.au">pknight@salesian.vic.edu.au</a>
Authorised Agent	GALLAGHER BASSETT Ph 1300975609 2/333 Collins St, Melbourne VIC 3000 <a href="http://www.gallagherbassett.com.au">www.gallagherbassett.com.au</a>
WorkSafe	Ph 1800 136 089 222 Exhibition Street, Melbourne 3000 <a href="http://worksafe.vic.gov.au">worksafe.vic.gov.au</a>

## Reporting Reportable OHS incidents to WorkSafe Victoria

Extract from <https://www.worksafe.vic.gov.au/report-incident> last updated 31 Jan 2020

### 1. Make sure everyone is safe and call 000 if needed.

### 2. Determine if an incident is reportable:

Incidents that must be reported include those resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries - amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

(Full list below)

*Definitions:*

- *Immediate medical treatment - operation, administration of drug but not diagnostic procedures.*
- *Head injury - scalping, penetrating, fracture, unconsciousness caused by trauma, burn.*
- *Eye injury - loss of sight, penetrating, burn.*
- *Spinal injury – fracture but not muscular injuries.*
- *Loss of bodily function - unconsciousness, loss of movement, loss of the senses (smell, taste, sight or hearing), loss of function of an internal organ.*
- *Lacerations - deep or extensive cuts, tears or wounds.*
- *The immediate medical treatment required may be to prevent loss of blood, loss of bodily function, infection.*

### 3. Report the incident if required

- Ensure the incident scene is not disturbed (refer step 4) unless to protect a person's health or safety, to help someone who is injured or make an area safe.
  - Call 132360 (WorkSafe) immediately. They will lodge incident details and email a link to an online incident notification form and advise if an inspector will make a site visit and whether the incident scene can be disturbed before the visit.
  - Report the incident within 48 hours - complete and submit the online incident notification form. You will receive an email copy. If problems are encountered, email form to [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au).

(Keep forms for at least 5 years)

### 4. Record injury in the Register

## Incident notification form

Located at <https://content.api.worksafe.vic.gov.au/sites/default/files/2019-11/FOR-Incident-notification-form-2019-10.pdf>  
d/loaded 18 Jun 2020

### Incident notification form



#### General information and instructions

Please fill out all required fields and return electronically to: [info@worksafe.vic.gov.au](mailto:info@worksafe.vic.gov.au), alternatively post to WorkSafe Victoria, PO Box 279, Geelong, VIC 3220.

#### Notifier ID

ID –

#### Ring 1800 136 089 to obtain your unique notifier ID

The notifier id is your proof of immediate notification. Immediate notification is required under section 38(1) of the *Occupational Health and Safety Act 2004* and regulation 44 and 45 of the *Equipment (Public Safety) Regulations 2017*.

#### Person submitting details

Name	Position title	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date	Date of incident	Time of incident
<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of employer / Self -employed person / Person in charge of prescribed equipment

Salesian College (Chadstone)

Business address (not PO Box)

10 Bosco Street Chadstone Vic 3148

Name of employer of deceased / injured person(s), if any, if different from above

N/A

Address of location where incident occurred

Brief description of the incident

### Details of deceased / injured person(s)

Name	Male / female	Date of birth
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential address	Postcode	
<input type="text"/>	<input type="text"/>	
Telephone number	Occupation / job title	Employee/contractor/member of public
<input type="text"/>	<input type="text"/>	<input type="text"/>
Work / activity being undertaken at time of incident (identify any plant, substance, equipment involved)		
<input type="text"/>		
Brief description of injuries		
<input type="text"/>		
Person(s) who saw incident or first came to scene		
<input type="text"/>		
Action taken / intended, if any, to prevent recurrence of incident		
<input type="text"/>		

The above information is to be provided to the extent that it is known at the time of writing.

### Declaration

I declare that where I provide personal or health information to WorkSafe Victoria (WorkSafe) about any other individual, I am authorised to provide that information, the information has been collected in accordance with applicable privacy legislation and the individual has been or will be made aware of WorkSafe's identity and how to contact it and of the other matters of which an individual is required to be made aware when personal or health information is collected about them.

Signature	Date
<input type="text"/>	<input type="text"/>
Name	
<input type="text"/>	

### Optional

WorkSafe ID	Establishment number
<input type="text"/>	<input type="text"/>

### Collection of personal and health information

WorkSafe Victoria (WorkSafe) is a body corporate established under Victorian workers compensation legislation. To obtain the contact details of your nearest WorkSafe office, visit our website at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au) Personal and health information collected in connection with this notification will be used for the purpose of monitoring, assessing and investigating workplace incidents. The information may also be used for the purpose of administering and enforcing legislation administered by WorkSafe, administration and evaluation of the WorkSafe's programs generally and legal proceedings. Subject to Section 10 of the Occupational Health and Safety Act 2004, WorkSafe may disclose such information to its contractors and agents, to other regulatory agencies, to a court or tribunal and to any person or organisation authorised by the individual to whom it relates, or by law, to obtain it. Collection of this information is required by the Occupational Health and Safety Act 2004 and other legislation administered by WorkSafe. If you do not provide any of this information, you may be subject to a penalty. Individuals have rights of access to personal and health information WorkSafe holds about them: contact the WorkSafe Freedom of Information Officer. You can access WorkSafe's Privacy Policy at [www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au).

### Notice of an incident

This information is a summary of the incident notification provisions and should be read in conjunction with the legislation.

**Part 5** of the Occupational Health and Safety Act 2004 requires an employer or self-employed person to notify WorkSafe immediately after becoming aware of an incident at a workplace which results in—

- 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

### Notice of incident that exposes a person to risk

An employer or self-employed person must notify WorkSafe immediately after becoming aware of an incident at a workplace which exposes a person in the immediate vicinity to an immediate risk to the person's health and safety through—

- a. the collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
- b. the collapse or failure of an excavation or of any shoring supporting an excavation; or
- c. the collapse or partial collapse of any part of a building or structure; or
- d. an implosion, explosion or fire; or
- e. the escape, spillage or leakage of any substance including dangerous goods as defined in the Dangerous Goods Act 1985; or
- f. the fall or release from a height of any plant, substance or object; or
- g. the following incidents in a mine:
  - i. the overturning or collapse of any plant; or
  - ii. the inrush of water, mud or gas; or
  - iii. the interruption of the main system of ventilation

In addition to immediate notification, the employer/self-employed person must provide a written record of the incident to WorkSafe within 48 hours of becoming aware of an incident.

1. to notify WorkSafe immediately, call 132 360
2. for written notification send this incident notification form to WorkSafe within 48 hours:
  - electronically via the web or
  - by post to PO Box 279, Geelong, VIC 3220 or
  - by facsimile to (03) 9641 1091 or
  - by post or delivery to WorkSafe at 1 Malop Street, Geelong, VIC 3220
3. keep a copy of the written record for at least 5 years

### Site preservation

The site of a notifiable must not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

**Part 9** of the Equipment (Public Safety) Regulations 2017 requires a person in charge of prescribed equipment at an equipment site to notify WorkSafe immediately after becoming aware of an incident involving the equipment which results in—

- 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

### Notice of a dangerous occurrence

A person in charge of prescribed equipment at an equipment site must notify WorkSafe immediately after becoming aware of an incident involving the equipment which exposed a person in the immediate vicinity to an immediate risk to that person's health and safety through—

- a. the collapse, overturning, failure or malfunction of, or damage to, any item of plant listed in 45 of the Equipment (Public Safety) Regulations 2017 and the Australian Standards referred to therein; or
- b. an implosion, explosion or fire.

In addition to immediate notification, a person in charge of prescribed equipment must provide a written record of the incident to WorkSafe within 48 hours of becoming aware of the incident.

### Site preservation

The site of an incident must not be disturbed until an inspector arrives or until directed by an inspector except to protect the health and safety of a person; or provide aid to an injured person involved in the incident; or to take essential action to make the site safe or prevent a further incident.

## Reportable incidents - guidance

Extract from <https://www.worksafe.vic.gov.au/report-incident-criteria-reportable-incidentst> last updated 20 Feb 2020

**An obligation to report** - Under the OHS Act 2004, employers and self-employed persons must notify WorkSafe immediately after becoming aware an incident has occurred. Failure to report an incident to WorkSafe is an offence and may result in prosecution.

### You must report incidents resulting in:

- death
- a person needing medical treatment within 48 hours of being exposed to a substance
- a person needing immediate treatment as an in-patient at a hospital
- a person needing immediate medical treatment for one of the following injuries - amputation, serious head injury or serious eye injury, removal of skin (example: de-gloving/ scalping) electric shock, spinal injury, loss of bodily function, serious lacerations.

### You must report incidents involving:

- registered or licensed plant collapsing, overturning, falling or malfunctioning
- collapse or failure of an excavation, or shoring supporting an excavation
- collapse of a building structure (or partial collapse)
- implosion, explosion, or fire
- escape, spillage or leakage of any substance
- plant or objects falling from high places

**Dangerous goods incidents** - All incidents involving dangerous goods must be reported, including fire, explosion, spills, leakage, escape.

**Explosive incidents** - All incidents involving explosives must be reported, including all injuries, damage to property, fire, explosion, theft, attempted theft, or unexplained loss of High Consequence Dangerous Goods (HCDGs), any other security incident involving High Consequence Dangerous Goods (HCDGs).

**Explosives and High Consequence Dangerous Goods (HCDGs)** - Employers and occupiers must report incidents involving explosives and High Consequence Dangerous Goods (HCDGs) immediately to:

- WorkSafe by calling: [13 23 60](tel:132360); and
- Victoria Police (or Fire Authority) [000](tel:000)
- Publication <https://content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Guide-to-incident-notification-2008-01.pdf>

