



Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

OCCUPATIONAL HEALTH AND SAFETY POLICY

PURPOSE

Kalinda Primary School (Kalinda PS) is committed to a safe work and study environment. This Occupational Health and Safety Policy (OHS Policy) is to assist Kalinda PS in creating and maintaining a healthy and safe working environment.

The Department of Education and Training (DET) values and supports its people and is committed to ensuring healthy and safe working and learning environments.

POLICY

The DET recognises that employee health, safety and wellbeing is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

- prevent workplace injuries and illnesses
- allocate adequate resources
- enhance workplace culture
- provide transparent and robust information, training, instruction and documentation
- drive continuous improvement in health, safety and wellbeing
- maintain a working environment that is safe and without risks to health.

There is a signed [Health, Safety and Wellbeing Policy](#) on the Kalinda PS OHS Noticeboard and on Compass

- Kalinda PS uses the Occupational Health and Safety Management System (OHSMS)
- The aim of the OHSMS is to create a healthy and safe workplace at Kalinda PS by managing key risks within school, with support from central and regional offices.
- The example policies below may be applicable to Kalinda PS and form part of the Occupational Health and Safety Management System (OHSMS):
 - [Asbestos Management](#)
 - [Chemical Management](#)
 - [Confined Spaces](#)
 - [Contractor OHS Management](#)
 - [Cooling Towers](#)
 - [Environmental Hygiene](#)
 - [Equipment Isolation and Tag Out](#)
 - [Ergonomics and Workspace](#)
 - [First Aid for Students and Staff](#)
 - [Hot Work](#)
 - [Manual Handling](#)
 - [Mental Health and Wellbeing — Employees](#)
 - [Noise Management](#)
 - [Occupational Violence and Aggression in Schools](#)
 - [OHS Purchasing](#)
 - [Plant and Equipment Management](#)
 - [Outdoor Activities and Working Outdoors](#)



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- Prevention of Falls when Working at Heights
- Reporting and Managing School Incidents (including emergencies)
- Slips, Trips and Falls
- Swimming Pools on School Grounds
- Testing and Tagging of Electrical Equipment
- Traffic Management
- Volunteer OHS Management
- Voice Care for Teachers
- Working Alone, in Isolation or from Home
- Workplace Bullying
- Workplace Inspection
- Work-related Driving

GUIDELINES

For Kalinda PS to create and maintain a healthy and safe working environment the Department has developed an Occupational Health and Safety Management System (OHSMS) that will be implemented.

The OHSMS outlines how Kalinda PS can meet the health, safety and wellbeing obligations. The OHSMS is a translation of legislative and regulatory requirements that Kalinda PS needs to manage.

The DET Employee Health, Safety and Wellbeing Division is responsible for updating the OHSMS and communicating changes. The image below outlines the key elements in the OHSMS to be implemented.

Safe and Well in Education Strategy and Framework



Kalinda PS will implement the OHSMS.

The DET [Safe and Well in Education Strategy](#) outlines a five-year roadmap by DET to systematically enhance and support health, safety and wellbeing outcomes for all of its employees. This includes new intensive supports for schools to manage OHS and workers compensation.

It works in conjunction with the [Safe and Well in Education Framework](#) to assist everyone at the Department understand their health, safety and wellbeing accountabilities and responsibilities, and the supports available to acquit those, to ultimately improve the performance of Victorian Government schools.

Kalinda PS OHS Management System

Leadership

Kalinda PS leadership of health, safety and wellbeing is crucial to delivering the Education State agenda — to give every student at Kalinda PS the best learning and development experience, supported by positive climates for learning. Education excellence relies on the health and wellbeing of our staff. Their wellbeing contributes to a positive culture at Kalinda PS and maximises teaching and learning outcomes.



To manage health, safety and wellbeing at Kalinda PS, the Principal (as the local management representative and site manager) has certain accountabilities including:

- Promoting health, safety and wellbeing
- Preventing risks and injuries, including through embedding appropriate school management and supervision practices for health, safety and wellbeing
- Identifying safety risks (also known as hazards)
- Managing risks, including by implementing controls using the hierarchy of controls
- Responding to risks/hazards, injuries and near misses, including reporting incidents for regional and central office support, and overseeing return to work for employees
- Consulting with employees regarding health, safety and wellbeing (including through Health and Safety Representatives (HSRs), and a Health and Safety Committee, where applicable)
- Reviewing and continuously improving the management of health, safety and wellbeing at the school

To acquit these actions, the Kalinda PS Principal (or delegates) must implement OHSMS requirements. Where a delegate has been appointed, the Principal must ensure that the individual has an appropriate level of authority (such as Assistant Principal or Business Manager) to be able to make decisions on OHS matters.

Employees must also perform their work safely and without risks to their health or others.

There are a range of central and regional office support to acquit these leadership actions, including the OHS Advisory Service. However, there are also key responsibilities for Principals outlined in each OHSMS policy that must be followed. The DET also has duties to Principals as employees, and is committed to their health, safety and wellbeing. For further information, refer to the Department's [Principal Health and Wellbeing Advice](#).

Capability

The best approaches to leading health, safety and wellbeing include local leaders building strong capability in their people and processes. This feeds through to a resilient culture, and improved organisational performance. This is covered by the OHSMS elements of:

- OHS Planning
- OHS Consultation and Communication
- OHS Induction and Training

OHS Planning

Being proactive embeds the management of health, safety and wellbeing into normal school operations.

The Kalinda PS Principal and/or their delegate must use the [OHS Activities Calendar](#) template (or equivalent) to effectively plan and manage OHS based on their school's profile (for example the particular facilities and OHS hazards in the school). This will ensure that OHS activities are completed and recorded in a timely manner.

Refer to: [OHS Planning Policy](#)

OHS Consultation and Communication

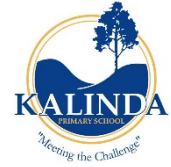
Being transparent and inclusive about the management of health, safety and wellbeing builds mutual trust.

The Kalinda PS Principal and/or their delegate must involve employees and Health and Safety Representatives (HSRs) in proactive consultation around the identification and management of workplace hazards.

Refer to: [OHS Consultation and Communication Policy](#)

OHS Induction and Training

Providing employees with an OHS induction introduces them to the culture and risk profile of the school. It also provides critical information relating to safety management and key people.



To supplement this, the provision and encouragement to attend training is also important as building employees' knowledge and capability is a critical component to having a healthy and safe workplace.

The Department has a suite of eLearning modules and in-house training available to employees to improve health, safety and wellbeing capability:

- OHS eLearning modules (LearnED)
- [Safety Management for School Leaders](#) (Bastow)

Refer to: [OHS Induction and Training Policy](#)

Risk

All risks at Kalinda PS are to be managed by the Principal and Assistant Principal Accountabilities. To manage the risk The Hazard Management Checklist (HMC) has been created. The processes outlined in the OHSMS and reflected in the HMC allows Kalinda PS to scale the level of implementation of requirements based on the School infrastructure, size, location, number of employees and scale of facilities.

Audit

To inform our support programs and ensure Kalinda PS is maintaining our compliance obligations we have an established OHSMS auditing program and methodology for identifying and managing risks utilising the HMC. The HMC is essential to effective safety management at Kalinda PS. The HMC is located on the User Drive under OHS.

An audit of the Kalinda PS risks will be undertaken each term using the HMC.

Following an HMC audit at Kalinda PS the Principal should:

- Discuss risks identified as part of the audit will be discussed by the Occupational Health and Safety management Team (OHSMT) and prioritised for rectification.
- complete corrective actions within the specified timeframes
- seek guidance from the OHS Advisory Service where necessary to identify corrective actions
- report completed corrective actions on the online system within the specified timeframes
- submit sufficient evidence on the online system to demonstrate that corrective actions have been completed

Extreme risks and hazards will be brought to the attention of the Principal for immediate attention.

The Regional OHS Support Officer can be called upon for assistance pre or post audit. Refer to: DET [OHS Risk Management Policy](#)

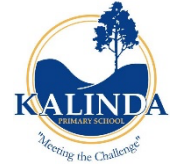
Continuous Improvement

Kalinda PS is committed to reviewing health, safety and wellbeing Policies and Procedures every two years to ensure that we are adapting to the differing risk profiles of our workplace and keeping up with contemporary methods and ensuring legislative compliance. At Kalinda PS we want to work with all staff and students to set our objectives and to develop our support programs to achieve the best safety outcomes for our School.

Hazard Alerts

From time to time, the Department issues hazard alerts.

A hazard alert is designed to provide concise information in relation to serious incidents or current issues in Department workplaces. The alert provides guidance in relation to appropriate procedures, practices and controls that should be implemented. See available hazard alerts in the [Resources](#) tab.



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OHS INCIDENTS AND NEAR-MISSES

Accidents and emergencies

If someone is seriously injured or in need of urgent medical help, their life or property is being threatened or they have just witnessed a serious accident or crime, call **000** immediately.

Please ensure you give the emergency services precise details about your location (there are security access issues for many properties) and liaise with your building's security.

Use the Department's Incident Support and Operations Centre (ISOC) **1800 126 126**, the Kalinda PS OHS notice board (located in communal areas of the Staffroom) as your primary source of information in an emergency.

For routine security issues including access inquiries, contact the Security Unit on SSU@edumail.vic.gov.au
For non-routine security issues including security threats and bomb threats, contact ISOC on **1800 126 126**.

Incidents and near-misses

At Kalinda PS we take the health, safety and wellbeing of all employees and contractors seriously. As an employee, you have a responsibility to report injuries, incidents, near-misses or hazards on eduSafe, the Department's Incident Reporting and Hazard Management system. You can also report an incident on behalf of other employees. Consult the OHS Advisory Service for further information about how to manage incidents and near-misses (refer to [Chapter 1 Useful Contacts](#)).

For more information, refer to the Department's policy on [Reporting and Managing School Incidents \(including Emergencies\)](#).

Facilities

The Department engages service providers to respond to incidents or events, including those that involve hazardous building materials. The Make Safe Program operates 24 hours a day, seven days a week.
Contact: **1300 133 468**.

Essential Safety Measures support for schools is being established to provide technical advice around Essential Safety Measures compliance.

Conflict Resolution Support Service

Sometimes people experience workplace conflict that becomes difficult to resolve in their usual team setting. At Kalinda PS it is always recommended that a staff member seeks assistance at the earliest opportunity if there is a workplace conflict. The School Leadership team will always treat workplace conflict with the upmost seriousness and confidentiality.

If a staff member wishes to seek further assistance, the Conflict Resolution Support Service is available for Department employees and managers who need support in addressing workplace conflict. The service provides mediation, case conference and facilitated meetings, conflict coaching and team conflict intervention. This service is provided by Converge International and can be arranged by your principal or manager.

- Telephone: **1300 687 633**
- Email: mediation@convergeintl.com.au

Workplace Bullying

Bullying is against the Department's values and may lead to action under the Department's policy and guidance on [Complaints, Misconduct and Unsatisfactory Performance — Teaching Service](#). The Kalinda PS Leadership Team and the Department's leaders at all levels have been explicit that bullying is not tolerated at any level.



Our Workplace Bullying Policy defines bullying as repeated, unreasonable behaviour directed towards or from an employee or group of employees that creates a risk to health and safety. Bullying may be either direct or indirect and can be carried out verbally, physically or in writing via email, social media, instant messaging and text messaging.

Every one of us has a role to play in preventing bullying and maintaining respectful spaces where people feel safe and welcome to be at work. For more information, refer to the Department's [Workplace Bullying Policy](#).

Workers' Compensation and Returning to Work

For many people, being at work isn't just a job; it's also about being part of a team or achieving a sense of satisfaction through the work that they do. Being away from work due to injury or a work-related illness can be disruptive and even distressing.

The Department is committed to safely helping injured employees get back to work. There is a mutual obligation between an employee and their manager to discuss business continuity and return to work planning immediately after an injury. This can provide peace of mind that a plan is in place.

For more information, talk to the Kalinda PS Return to Work Coordinator (Business Manager or Principal).

Logging an Incident, Injury or Hazard on eduSafe and eduSafe Plus

eduSafe is the Department's hazard, incident and injury reporting system for incidents that have, or could have, resulted in injury to staff, visitors or contractors. It allows all Department employees to report incidents, injuries and hazards themselves, or on behalf of other employees.

When lodged, the reports go to the employee's line manager for appropriate action.

All Department employees are responsible for reporting hazards, workplace incidents and near misses as soon as practicable through eduSafe.

Visitors, volunteers and contractors who are unable to access eduSafe should fill out the relevant forms below:

- [eduSafe Incident Notification Template](#) or
- [eduSafe Hazard Notification Template](#)

Completed forms should be provided to the principal, manager or business manager. Details should then be entered in eduSafe.

Kalinda PS will ensure the [eduSafe Poster](#) is placed on OHS notice boards throughout the workplace. For more information on using eduSafe refer to the [eduSafe Quick Reference Guide](#).

Guides and flowcharts relevant to this policy and procedure

- [Health and Safety Representative Guide](#) — contains details about electing a health and safety representative, powers, training requirements and provisional improvement notices
- [Occupational Health and Safety \(OHS\) Notice Board Guide](#) — contains information about mandatory items that must be displayed on the OHS notice board
- [OHS Committee Guide](#) — contains guidance regarding the establishment of a health and safety committee
- [OHS Issue Resolution Flowchart](#) — outlines the process for resolving OHS issues
- [OHS Risk Register](#)



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OHS contacts for Kalinda PS

The Employee Health, Safety and Wellbeing Division

Level 8, 35 Collins Street
Melbourne, VIC, 3000
E-mail: employeehealth@edumail.vic.gov.au

The OHS Advisory Service (Marsh P/L)

Telephone: **1300 074 715**
E-mail: safety@edumail.vic.gov.au

Regional OHS/Facilities Support Officer Inner East

Contact: Alison Sprague
Contact Numbers: (03) 7022 1709 / 0467 743 751
email: Alison.Sprague@education.vic.gov.au

Workers' Compensation Advisory Service

Telephone: **03 9637 2441**
E-mail: workers.compensation.advisory@edumail.vic.gov.au

Gallagher Bassett — Workers' Compensation Agent

For the submission of all new Department claims email: educlaims@gbtpa.com.au
North Eastern Victoria Region - educlaimsNEVR@gbtpa.com.au
Gallagher Bassett can be contacted on: **1300 975 609** or **03 9297 9100**

WorkSafe Victoria

Telephone: **03 9641 1555**
Toll Free: **1800 136 089**
Website: <https://www.worksafe.vic.gov.au/>

KALINDA PS POLICIES

Emergency Management Policy
Emergency Management Plan

APPENDIX A: COVID 19 Safety Management Plan
APPENDIX B: DET Health, Safety and Wellbeing Policy
APPENDIX C: Definitions

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026