



Nunawading Christian College Secondary

Work Health and Safety Policy

Document Control

| Revision Number | Implementation Date | Review Date | Description of Changes | Prepared By | Approved By |
|-----------------|---------------------|-------------|------------------------|-------------|-------------|
| | | | | A Stiles | |
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Work, Health & Safety Policy

Rationale

Nunawading Christian College is committed to providing a safe and healthful environment for its students, employees, and members of the public who may visit the school grounds. Statutory requirements are considered a minimum standard. The aim is to provide the highest practical standard of health and safety through a process of continual evaluation and improvement.

Aims

The 'School Council' should ensure:

- compliance with all applicable government requirements
- hazards on the school property are identified and appropriate controls implemented
- policies and procedures are developed to safeguard the health and safety of students, employees and others at all school associated activities, whether on or off the campus
- students and staff are provided with all necessary information, training and supervision to ensure their health and safety
- where necessary, personal protective equipment is provided.

Implementation

The Work, Health & Safety Policy involves the following:

1. Work Health & Safety is a shared responsibility of all staff
2. The Principal will provide funds to ensure that the appointed workplace Work, Health, Safety and Welfare representative receives the appropriate training and accreditation
3. An Work, Health, Safety and Welfare Committee will be established and it will meet at least once per term
4. Adequate resourcing will be available to ensure that the workplace meets the appropriate Work, Health & Safety standards
5. The Work, Health & Safety Coordinator and staff will conduct regular 'walk through' safety audits using checklists and draft reports for the WH&S Committee to act upon

6. Issues relating to WH&S, for example building works being conducted at the school, will be communicated to all staff via the daily bulletin, public address announcements, etc.
7. Regulations relating to the correct use of equipment and substances will be communicated to all staff and adhered to
8. The required number of first aid trained personnel will be maintained at all times
9. All accidents and incidents will be investigated and reported
10. Where a major incident is involved, the Principal will coordinate the investigations
11. The Principal will review all accident and incident reports
12. A formal process of reporting, recording and investigating incidents, including a First Aid Register and a Hazard Alert Register, will be adhered to and maintained
13. Risk assessments will be conducted on all apparatus and machinery
14. Material Safety Data Sheets (MSDS's) will be maintained for all relevant departments
15. An electrical tagging system will be maintained for all electrical items
16. WorkCover and rehabilitation issues are to be referred to the Principal or Return to Work Coordinator as necessary
17. Victorian WorkCover Authority field officers are welcome at the school. Any resulting Improvement Notices or Prohibition Notices will be complied with, and reported immediately to the Director of Education – Adventist Schools Victoria (ASV)
18. The ASV WH&S Officer and SPD Risk Management Officer are welcome at the school and
19. Recommendations for improvement will be dealt with in a timely manner.

Definitions

1. Incident: Any unplanned event resulting in, or having a potential for injury, ill health, damage of other loss. This includes potential incidents.
2. Incidents include:
 - All work-related injury or illness, including any injury or illness suspected of being work related, or conditions aggravated by work
 - All injuries or illnesses suffered by persons other than employees on school property or on school-organised activities
 - Acts of violence, including assault, bullying, harassment and victimisation
 - Any incident involving school vehicles, or any vehicle associated with school employment or a school organised activity resulting in, or with the potential to cause injury to any person
 - All incidents involving fire suppression, detection, or alarm systems, including acts of vandalism or tampering, such as the unauthorised discharge of fire extinguishers.

Incident Classification

Incidents are classified according to their potential to cause injury:

- **Minor** - minor cuts, abrasions, bruising etc. requiring first aid only
- **Moderate** - any injury or illness other than a minor incident requiring medical attention or resulting in a person - whether or not staff or student - being unable to perform his/her normal duties or activities for any period of time, but not including incidents required to be reported to regulatory authorities
- **Major** - all incidents that must be reported to a regulatory authority
- **Catastrophic** - all incidents resulting in death, permanent disability or ill health;

Incident Notification

1. The Principal shall be notified as soon as is practicable of the occurrence of all incident other than minor incidents
2. The Victorian Conference Director of Education shall be notified as soon as is practicable of all major and catastrophic incidents
3. The Victorian Conference Director of Education and Risk Management Service shall be notified as soon as is practicable of all injuries to persons other than employees that may result in claims made against accident insurance policies arranged by Risk Management Service or where there is a reasonable expectation of litigation. Notification shall be in a format approved by Risk Management Service.

Incident Investigations

1. All workplace incidents shall be reported to the Principal
2. All incidents, other than minor incidents, shall be investigated with the aim of reviewing the effectiveness of the school's WH&S management system
3. The investigation team for all moderate incidents shall typically include:
 - The individual(s) involved in the incident
 - The staff representative
 - A person with technical knowledge of the area (if applicable) and
 - The Principal for major and catastrophic incidents.
4. Investigations shall be commenced and completed as soon as is practicable after the occurrence of the incident.

5. Factors to be considered by the investigation team shall include, but not be limited to:
- The nature of the relevant activity/task
 - The length of time persons involved have been associated with the employing organisation
 - The length of time persons involved have been engaged in the relevant activity/task
 - Known previous incidents of a similar nature
 - If the task/activity was conducted in compliance with normal procedures
 - Safety instructions given immediately prior to the commencement of the task/activity
 - The condition of equipment involved in the incident, including reference to guards and controls, previous damage or defects, compliance with maintenance requirements, etc.
 - Personal protective equipment used
 - Environmental conditions, such as weather, lighting, noise, temperature and humidity
 - Time of day
 - Any personal disabilities and
 - Pressures to complete the task/activity.

The Incident Investigation Report

1. Incident investigation reports shall:
 - Contain a detailed analysis of the incident and contain all necessary recommendations for corrective actions and
 - Nominate persons responsible for implementing corrective actions and specify target dates for implementation.
2. Copies of all completed incident investigation reports shall be reviewed by the Principal and the staff WH&S Representative.
3. A copy of all incident investigation reports shall be forwarded to the Victorian Conference Director of Education and SPD Risk Management Service – marked for the attention of the WH&S Coordinator.

Incidents Involving Fire Safety Equipment

1. Fire safety equipment, which includes suppression, detection and alarm systems, is provided to protect persons and property. Any incident involving such equipment has the

potential to harm persons and property, either as a result of fire which may have triggered the use of the equipment or as a consequence of the equipment being unable to serve its function when needed as a result of a malicious act and

2. Incidents involving fire safety equipment are to be discouraged and investigated in the same manner as other incidents and a report completed.

Audit Requirements

The following documentation is typical of the records required for auditing purposes:

- Investigation procedures/documents that require examination of root causes
- List of competent persons/positions who do investigations
- Fully completed investigation documents showing the involvement of personnel in the process
- Review of existing hazard identification and risk assessment documentation
- Investigation reports recording recommended actions, including individuals assigned to implement corrective actions
- Records that show corrective actions have been implemented, e.g. minutes of meetings
- Minutes of meetings that record reviews of control measures and discussions about recommendations arising from investigations.

Proformas

The following forms have been included after this policy:

- Hazards Register
- Risk Assessment Form
- Workplace Management Audit Checklist
- Incident Report
- Hazardous Substances/Dangerous Goods Register
- Hazardous Substance Risk Assessment
- Electrical Equipment Register

References

www.adventist.org.au/spd/rms/

