



# OCCUPATIONAL, HEALTH & SAFETY POLICY

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Authorised by: **Principal**

Approved by School Council:  
**July 25<sup>th</sup> 2018**

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## **Context:**

There is no requirement for schools to develop a local OHS Policy because there is a whole of Department Health, Safety and Wellbeing Policy signed by the Secretary on 19 January 2018, which applies to all Victorian government schools. (\*Note that this Policy replaces the previous whole of Department OHS Policy that was signed by the Secretary in 2015.

However all schools are required to implement the Department's Occupational Health and Safety Management System (OHSMS). An OHSMS is a set of plans, actions and procedures to systematically manage health and safety in the workplace.

## **Implementation Guidelines:**

There are various template documents available on the Department's OHS Management page for use by schools.

## **Resources:**

DET OHS Advisory Service: 1300 074 715

Email: [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au)

## **Department Policy:**

The DET Health, Safety and Wellbeing Policy 2018 is attached.

## Health, Safety and Wellbeing Policy

**Scope:** This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

**Commitment and Principles:** DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

<p><b>Prevent workplace injuries and illnesses:</b></p> <ul style="list-style-type: none"> <li>by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET</li> <li>by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence</li> <li>by providing and maintaining workplaces that are safe and healthy without risks to mental health</li> </ul>	<p><b>Enhance workplace culture:</b></p> <ul style="list-style-type: none"> <li>by actively demonstrating and promoting a positive, inclusive and supportive working environment</li> <li>promoting an HSW reporting and learning culture</li> <li>by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce</li> </ul>	<p><b>Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET :</b></p> <ul style="list-style-type: none"> <li>on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: job role, systems of work, plant and substances and workplace facilities</li> <li>on issue resolution processes</li> <li>on provision of information, instruction, supervision and training</li> <li>by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation</li> </ul>
<p><b>Allocate adequate resources:</b></p> <ul style="list-style-type: none"> <li>by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations</li> <li>by promoting access to support services, information and training</li> <li>by providing and maintaining physically safe and healthy workplaces</li> </ul>	<p><b>Provide transparent and robust information, training, instruction and documentation:</b></p> <ul style="list-style-type: none"> <li>on individual health and safety accountabilities for all employees across DET</li> <li>on legislative and DET HSW requirements</li> </ul>	<p><b>Drive continuous HSW improvement:</b></p> <ul style="list-style-type: none"> <li>by using evidenced based data to inform DET strategic direction and measurable objectives</li> <li>by monitoring and reporting on HSW performance outcomes</li> <li>by strengthening leadership capability</li> <li>by maintaining, monitoring and reviewing the OHS Management System</li> </ul>

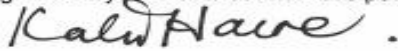
**DET employees, visitors, students, volunteer workers and contractors** are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

DET's OHS Management System sets out how this policy is to be implemented.

Katy Haire

Acting Secretary

7/10/18



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