Mount Waverley Secondary College
Occupational Health and Safety Policy

This policy applies to all employees (teaching and non teaching), students, parents, visitors, volunteers and contractors who come into Mount Waverley Secondary College

OHS Principles:

- Mount Waverley Secondary College is committed to and encourages the provision of, a healthy and safe environment

- Mount Waverley Secondary College will so far as is reasonably practicable take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses in accordance with DEECD OHS Policy

Mount Waverley Secondary College is committed to:

- preventing injury and illness occurring on campus and in all school related activities including camps and excursions;

- consulting and co-operating with employees on health, safety and wellbeing issues directly as well as through a Health and Safety Representatives on both sites and employee representative organisations on OHS issues affecting them;

- achieving continuous improvement through the monitoring and review through regular meetings with OHS Representatives with the objective to monitor and improve health and safety management systems and initiatives;

- complying with all relevant health and safety legislation including a commitment to the early and safe return to work of injured staff ; and

- allocating adequate resources to maintain healthy, safe and supportive workplace.

Mount Waverley Secondary College will meet its commitment to Health & Safety by:

- providing appropriate information and training for the leadership team and OHS representatives (including all Principal class members) and employees to enable them to perform their OHS roles and responsibilities;

- holding all levels of leadership accountable for the health & safety of staff and students under their management;

- consistently applying DEECD OHS procedures, practices and other relevant policies in accordance with statutory requirements and accepted health and safety standards;

- reporting, recording and investigating accidents and incidents and acting to prevent re-occurrence;

- reducing health, safety and wellbeing risks through a documented process of hazard identification, selection, implementation and review of risk controls; and

- monitoring, reviewing and improving health, safety and wellbeing management systems.

- provision of a comprehensive range of strategies and programs available to staff to support their health, safety and wellbeing and the return to work of ill or injured staff, including ensuring training and instruction is provided to staff commensurate with their roles and responsibilities to enable them to comply with this policy.

Updated 2010
Roles and Responsibilities

Health and safety at Mount Waverley Secondary College is everyone’s responsibility.

The Principal and College Council

- As employers, the Principal and College Council have the direct responsibility for ensuring the policy objectives are fulfilled. The Principal is the OHS management representative by default. However, a management team member with appropriate seniority may be nominated by the Principal to act as the employer’s OHS representative in an operational capacity but the overall responsibility cannot be delegated under the OHS Act. The nominated OHS management representative may not also act in the role of elected staff Health and Safety Representative.

- has the overall responsibility for making sure that the workplace is safe, and that health and safety of the Mount Waverley Secondary College staff, students and visitors as far as practicable are not put at risk.

- Establishing an OHS committee to oversee the implementation and monitoring of OHS policy and development and maintenance of an Occupational Health and Safety Manual (see attached contents summary)

- Informing staff of OHS practices via induction and updates via OHS representatives and relevant leaders

- Ensure the necessary resources are provided to achieve effective implementation.

Mount Waverley Secondary College employees, visitors, volunteers and contractors are required to:

- observe DEECD practices related to OHS

- report hazards and incidents;

- take reasonable care to ensure the health and safety of themselves, and others under their supervision at work, including students and not put other people at risk

  You could put other people at risk by

  - acting in an unsafe manner
  - not following agreed work practices
  - not acting to report a situation which could result in someone getting hurt

- participate in training arranged to support OHS including briefings on bullying and harassment policies, manual handling etc;

- consult and cooperate with the leadership team or OHS Representatives on safety related matters

  - listening carefully to safety information provided
  - asking for clarification, help or instructions if your not sure how to perform any task safely;

- follow safety instructions and observe the wearing of personal protective clothing and equipment as required

- engage in any return to work plan developed for injured staff.

Updated 2010
**Curriculum Leaders**
Curriculum Leaders are responsible for the health and safety performance of their teams. This responsibility extends to:

- keeping up to date with OHS knowledge for the faculty areas disseminated by DEECD
- maintaining the workplace in a safe condition and reporting any hazards identified to the facilities manager
- actively promoting and implementing agreed OHS procedures
- identifying OHS training needs of both individual staff and the team as a whole

**Facilities Manager**
The Facilities Manager has the responsibility for:

- monitoring and maintaining facilities to support a safe work environment
- liaising with Principals on areas requiring urgent attention
- ensuring OHS risks are promptly addressed and immediately notifying the relevant Principal where this cannot occur

*Mount Waverley Secondary College is committed to ensuring this policy is publicised and implemented and will regularly monitor and review its effectiveness. This policy is consistent with the DEECD policy that schools provide a safe and appropriate teaching and learning environment for both staff and students*

Review date/cycle: Yearly
Appendix 1

Related Acts, Policies and Documents

- Victorian Schools Reference Guide: Health and Safety Section 7.27
- Victorian Occupational Health and Safety Act 1985
- Victorian Dangerous Goods Act 1985
- Victorian Workplace Relations Act 1996 and Amendment Act 2005
- Industry Awards and Agreements Victorian Government Agreement 2008 and Vicotorian School Services Officers Agreement 2004
- Mount Waverley Secondary College Displan Procedures
- Homebush Manual
- MWSC Food Services Policy
- Workcover Workplace Violence and Bullying
- College Program Risk Management Documents
- Education Act Ministerial Orders No 23 Structured Workplace Learning, No 24 Work Experience Arrangement No 25 Criminal Record Checks for employers/supervisors of Children, No 60 Anaphylaxis

Occupational Health and Safety Manual

Recommended Contents List

- Introduction – OHS Responsibilities
- Health and Safety Plans
- Staff consultation and representation
- Health and safety issue resolution
- Injuries and incidents – reporting and following up
- Safe work environment
- Programs including off campus activities
- Specialist OHS advice including OHS advice for technology, science, art etc
- Manual handling
- Contractor and visitor safety
- First aid
- Emergencies including displan
- Workers compensation and rehabilitation

Updated 2010