



Aurora School

OCCUPATIONAL HEALTH & SAFETY

DET POLICY JANUARY 2018

Occupational Health and Safety

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.

On the Department's [OHSMS website](#) you will find all of the template policies, procedures and other documents that your school will require to implement the OHSMS.

See below for links to the relevant OHSMS sites with template documents to download and use.

Implementation guide

Template documents available on the Department's [Contractor and Volunteer OHS Management page](#) include:

- Contractor OHS Management Procedure
- Volunteer OHS Management Procedure
- Contractor OHS Induction Checklist
- Contractor Register
- Contractor OHS Non-conformance Report
- Safe Work Method Statement
- Confined Space Entry Permit
- Volunteer OHS Induction Checklist
- Contractor Hazard Identification and Control Guide
- Contractor OHS Induction Handbook
- Volunteer OHS induction Handbook

Template documents available on the Department's [First Aid and Infection Control OHSMS page](#) include:

- First Aid and Infection Prevention Control Procedure
- First Aid Risk Assessment
- First Aid Summary Sheet
- First Aid Kits Content Checklist



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- Safe Work Procedure - Cleaning and Handling of Blood and Body Fluids
- Guidelines for Hepatitis
- Guidelines for the Purchase and use of Automated External Defibrillators

Template documents available on the Department's [OHS Consultation and Communication OHS Management page](#) include:

- OHS Consultation and Communication Procedure
- OHS Responsibilities Procedure
- OHS Issue Resolution Flowchart
- Health and Safety Representative Guide
- OHS Committee Guide
- OHS Notice Board Guide

Template documents available on the Department's [OHS Hazard Management](#) page include:

- Workplace Inspection Procedure
- General Workplace Inspection Checklist
- External Grounds and Sporting Fields Inspection Checklist
- Art Room Inspection Checklist
- Playground Equipment and Structures Checklist
- Design and Technology Room Inspection Checklist
- Science Room and Laboratory Inspection Checklist
- Swimming Pool Inspection Checklist

Template documents available on the Department's [OHS Induction and Training page](#) include:

- OHS Induction and Training Procedure
- OHS Induction Checklist
- OHS Training/Planner Register

Template documents available on the Department's [OHS Planning page](#) include:

- OHS Planning Procedure
- OHS Activities Calendar
- OHS Management System Guide
- OHS Legal Compliance Procedure



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- OHS Legislation Register

Template documents available on the Department's [OHS Purchasing page](#) include:

- OHS Purchasing Procedure
- OHS Purchasing Checklist

Template documents available on the Department's [OHS Risk Management page](#) include:

- OHS Risk Management Procedure
- OHS Risk Register
- Risk Assessment Template
- Safe Work Procedure Template

Template documents available on the Department's [Reporting and Management of Incidents and Hazards page](#) include:

- Incident Notification Template
- Hazard Notification Template
- Edusafe Poster
- Edusafe Quick Reference Guide
- Hazard and Incident Reporting and Investigation Procedure
- Incident Investigation Template
- Notifiable Incidents to Worksafe Flowchart



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Human Resources

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

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

19/01/18

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