

300 Occupational Health and Safety Policy

Purpose

1. Community College Gippsland (CCG) is committed to ensuring the health, safety and welfare of all stakeholders and to providing a safe and acceptable healthy environment consistent with the provisions of the Occupational Health and Safety Act 2004 and any updates.
2. To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at CCG.

Scope

3. This Policy applies to all employees of CCG and ECG College as well as its students, contractors, volunteers, visitors and others that are an integral part of CCG operations.
4. CCG's commitment to health and safety extends to all places in which CCG staff, students, contractors/others who work and study both on and off campus facilities.

Policy

5. CCG aims to provide a healthy and safe workplace by:
 - OHS policies, procedures and systems being implemented according to Acts and Regulations governing Occupational Health and Safety and Workers Compensation and Rehabilitation requirements;
 - Continual review of the OHS policy and procedure through consultation with the OHS Committee and the Senior Management Team and providing all stakeholders with access to the Policy.
 - Providing and monitoring any equipment so it is safe and fit for the purposes for which it is intended to be used;
 - Ensuring sufficient resources are allocated to implement the OHS policy, procedures and activities and ensure that appropriate measures are in place to assist persons with different needs.
 - Implementing a health and safety risk management process to ensure workplace hazards are identified, assessed, controlled, and reviewed where they are not able to be eliminated.
 - Reporting on OHS performance to CCG's Board, Senior Management and other management committees as may be required.

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- Maintaining the currency of OHS information and that relevant information is available to those whom this policy applies.

Responsibilities

- The CEO and Senior Leadership Team has specific responsibilities for the implementation of this policy as follows:
 - Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
 - Providing and maintaining safe plant and systems of work.
 - Making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances.
 - Maintaining, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health.
 - Providing adequate facilities for the welfare of all employees and students.
 - Providing information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.
- Employees, volunteers and contractors will be responsible for:
 - Fulfilling their duties under OHS legislation and acting in a safe manner.
 - Taking reasonable care of their own health and safety and that of others affected by their actions.
 - Complying with the safety procedures and directions.
 - Act in accordance with agreed procedures for accident and incident reporting and reporting potential hazards to their line manager, facilities manager or campus reception as soon as reasonably practical.
- The Workplace Manager has delegated responsibility for the operations of the OHS Committee.
- The OHS Committee shall meet eight times each year (twice per term) to:
 - Ensure a best practice and continuous improvement approach, is adopted by CCG in all matters relating to occupational health and safety.
 - Promote and facilitate cooperation between staff, volunteers, students and management in the resolution of OH&S issues utilising the OH&S Issues Resolution Flowchart.
 - Review existing occupational health and safety documents on a regular basis to identify any gaps, improvements or new procedures that may be required.
 - Monitor and continuously improve CCG compliance with occupational health and safety legislation, standards, codes of practice, policies and procedures.
 - Review and monitor occupational health and safety matters as reported, identifying any corrective actions, areas of improvement or new procedures that may be required.
 - Promote occupational health and safety awareness throughout CCG.

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- Investigation of causes of any identified unacceptable high risks to staff, volunteers and students and consider recommendations for their elimination, mitigation or reduction of hazards as relevant.

10. External Trade Contractors Working on Site:

- Must provide the Contractors Induction paperwork prior to entering the campus
- Depending on the works completed, contractors are to complete the required Risk Management documentation (SWMS or JSA) prior to beginning works
- Report any hazards, incidents or accidents.
- Failure to comply or observe a direction of the campus, will be considered a breach of the contract and sufficient grounds for termination of the contract.
- Will be supervised by CCG personnel when completing works on days when students are on campus

Review

11. This policy will be regularly reviewed following legislative or organisational changes, or as a minimum, every three (3) years.

Relationships

Legislation

Occupational Health & Safety Act 2004 (Vic), Occupational Health & Safety Regulations 2017, Crimes Amendment (Bullying) Act 2011 (Vic), Charter of Human Rights and Responsibilities Act 2006, Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Dangerous Goods Act 1985

Internal policies

First Aid Manual Policy and Procedure, Bullying, Harassment and Discrimination Policy, Student Welfare Care and Safety Policy & Procedure, Offsite Activities Student Excursions Policy & Procedures, Emergency Management Plan Policy & Procedure, Risk Management Policy & Procedure, Anaphylaxis Policy & Procedures, Code Red Fire Days Policy & Procedure, Child Safe Policy, Child Safe Reporting Policy & Procedures

Procedures

- 300-1 Occupational Health and Safety Incident Reporting Procedure
- 300-2 Occupational Health and Safety Incident Management Procedure
- 312 OH&S Committee Terms of Reference
- 111-2 Child Safe Risk Assessment Procedure

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Forms

- 300-1B Risk Assessment Template
- 300-1C Accident Investigation
- 300-1D Medical/Accident Report Form
- 300-1F Safe Work Method Statement
- 111-2A Child Safe Incident Reporting Form

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