

# 300 Occupational Health & 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 Secondary 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:
  - The 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 this policy and any associated procedures through consultation with the OHS Committee and the Senior Leadership 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 leadership and other management committees as may be required.
  - Maintaining the currency of OHS information and that relevant information is available to those to who this policy applies.

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# Responsibilities

6. 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, facilities that are 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.
  
7. 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.
  - Acting in accordance with agreed procedures for accident and incident reporting and reporting potential hazards to their line manager, Facilities Manager, or their respective campus' reception staff as soon as reasonably practical.
  
8. The Workplace Manager has delegated responsibility for the operations of the OHS Committee.
  
9. 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 OHS issues utilising the OHS 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.
  - 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 Contractors Working on Site:
  - Must provide the Contractors Induction paperwork prior to entering the campus.
  - Must provide evidence of having Working with Children Clearance, which will be independently verified by CCG staff prior to commencement of any contracted works.
  - 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.

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- Failure to comply or observe a direction of the campus, will be considered a breach of 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

### Policies

- 133 Student Wellbeing & Engagement Policy
- 135 Child Safety & Wellbeing Policy
- 301 First Aid Policy and Procedures Handbook
- 302 Anaphylaxis Policy
- 320 Emergency Management Plan Policy & Procedures Handbook
- 320-1A Catastrophic Fire Days Policy
- 411 Bullying, Harassment and Discrimination Policy
- 682 College Activities, Excursions & Camps Policy

### Procedures

- 135-2 Child Safe Reporting & Complaints Procedures
- 300-1 Occupational Health and Safety Incident Reporting Procedure
- 312 OH&S Committee Terms of Reference
- 312-1 OHS Issue Resolution Flowchart

### Forms

- 300-1B Risk Assessment Template
- 300-1C Accident Investigation
- 300-1D Medical/Accident Report Form
- 300-1F Safe Work Method Statement
- 302-1 Anaphylaxis Management Procedure

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