DANDENONG HIGH SCHOOL

OCCUPATIONAL HEALTH & SAFETY POLICY

Help for non-English speakers.

If you need help to understand this policy, please contact Dandenong High School- General Office.

Policy Statement

This Policy applies to all employees, students, visitors, volunteers and contractors at Dandenong High School and is readily accessible to all interested parties.

Scope

This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education (DET) workplaces and activities, and instances when performing work offsite. For information regarding Child Safety Standards please see Child Safety policy

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:

Prevent workplace injuries and illnesses: • 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	**Enhance workplace culture:** • 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	**Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:** • 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

Allocate adequate resources:	Provide transparent and robust information, training, instruction and documentation:	Drive continuous HSW improvement:
• 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	• on individual health and safety accountabilities for all employees across DET • on legislative and DET HSW requirements	• by using evidenced based data to inform DET strategic direction and measureable 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.

Dandenong High School is committed to providing employees, students, contractors and visitors with a healthy and safe environment.

Dandenong High School will so far as is reasonably practicable take action to improve and promote health, safety and wellbeing and prevent workplace injuries and illnesses at workplaces.

Dandenong High School is committed to:

- Preventing accident, injury, illness and disease in the workplace
- Consulting and cooperating with employees on health, safety and wellbeing issues directly as well as through their Health and Safety Representatives [HSRs] and employee representative organisations on OHS issues affecting them
- Achieving continuous improvement through the monitoring and review of measurable targets and objectives and improvement of health and safety management systems and initiatives
- Complying with all relevant health and safety legislation
- Allocating adequate resources to maintain healthy, safe and supportive workplaces
- To ensure that appropriate standards of workplace safety are maintained at all times
- To raise the profile of Occupational Health and Safety issued within the school
- To provide guidelines for the implementation of the Occupational Health and Safety Act 1985
- To create a team approach to health and safety issues

Dandenong High School will meet its commitment to Health & Safety by:

- Providing appropriate information and training for principals and staff to enable them to perform their OHS roles and responsibilities
- Holding all levels of management accountable for the health and safety of employees under their management
- Consistently applying 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
- Monitoring, reviewing and improving health, safety and wellbeing management systems

Implementation Steps

- Occupational Health and Safety is a shared responsibility of all employees and students
- An Occupational Health and Safety Committee will be established and will meet at least once per term
    - Members of this team to include:
        - Facilities Manager
        - Business Manager- as needed
        - First Aid Officer – as needed
        - A member of the Principal Class
        - Health and Safety Representative

- Occupational Health & Safety will form part of Dandenong High School's regular reporting
- The school will provide qualified first aid personnel
- Professional development on Occupational Health & Safety issues will be included in the school Professional Development Plan
- Formal risk control processes, preventative maintenance programs and emergency management procedures will be implemented by the Facilities Manager
- First Aid Register will be kept at the Sick Bay. This will be collected monthly and any necessary items will be discussed at Occupational Health & Safety Committee meetings
- Hazard Alert Registers/near misses will be recorded on Edusafe Plus and acted upon as deemed necessary to solve the problem. They will also be reported to the Occupational Health & Safety Committee meeting
- Emergency Management Plan exercises will be periodically carried out with consultation between the Facilities Manager and Associate Principal
- Any major incident in the school will be reported to Occupational Health & Safety Committee meeting if it is within the scope or sphere of the Health & Safety Act
- Inspections of the workplace and grounds by the Associate Principal and Occupational Health & Safety Representative, will take place once a term and reported to the committee at its next meeting
- These regular 'walk through' safety audits will cover the checklists contained in the Occupational Health & Safety Guidelines
- Effective induction of new staff [teaching and non-teaching] will be the responsibility of the Induction Team
- Effective induction of casual relief teachers will be the responsibility of the Daily Organiser
- Liaison with the DET and other relevant providers will occur as necessary
- Issues relating to Occupational Health & Safety, for example building works being conducted at the school, will be communicated to all staff
- Regulations relating to the correct use and maintenance of equipment and substances will be communicated to all staff and adhered to
- The required number of first aid trained personnel will be maintained at all times
- All accidents and incidents will be investigated by the Associate Principal and Occupational Health & Representative and reported by the Occupational Health & Safety Representative to the Occupational Health & Safety Committee
- WorkCover and rehabilitation issues are to be referred to the Principal
- Victorian WorkCover Authority field officers are welcome at our school. Any resulting Improvement Notices or Prohibition Notices will be complied with

Dandenong High School employees, visitors, volunteers and contractors are required to:

- Report hazards and incidents
- Participate in training
- Consult and cooperate with Dandenong High School on safety related matters
- Follow safety instructions and observe the wearing of personal protective equipment as required
- Students will be encouraged to report safety hazards to develop a whole school safety culture

Resources Required

- School Council will provide funds to ensure that the staff elected workplace Occupational Health & Safety representative, Compliance Manager and the Facilities Manager, receives the appropriate training and accreditation
- Adequate resourcing will be available to ensure that the workplace meets the appropriate Occupational Health & Safety Standards.

Evaluation: This policy will be reviewed annually.

School Council Endorsement Date: 19th August 2025