

## The Avenue School

### Policy & Procedure Document

Policy number	5.1	Version	1.0
Drafted by	J. Claringbold	Approved by Board on	25/06/2024
Responsible person	Principal	Scheduled review date	25/06/2027
Policy Area	Occupational Health & Safety		

### Title: Occupational Health & Safety

#### Purpose

This policy is designed to ensure that The Avenue School fulfils its commitment to provide its staff, volunteers, students, visitors and any other person with a healthy and safe environment for work, learning and interaction in compliance with OH&S legislation.

The Avenue School acknowledges its responsibility for the duty of care owed to any person attending the premises or engaging in activities. The duty of care extends to all people including employees, students, visitors, volunteers and contractors.

The duty of care includes:

- That reasonable measures are taken to protect students from reasonably foreseeable risks of injury.
- Taking reasonable care that any student (and other persons) on the premises will not be injured or damaged because of the state of the premises, including things done or omitted to be done to the premises
- That reasonable precautions are taken to prevent the abuse of a child by an individual associated with The Avenue School while the child is under the care, supervision or authority of the school.
- That different and sometimes greater measures may need to be taken for younger students or students with disabilities when discharging the duty of care.

#### Policy

#### Board Responsibilities

In accordance with the Occupational Health and Safety Act 2004 the Board hold responsibility for:

- Maintaining and repairing the premises to ensure a safe environment for people attending.
- Providing a healthy and safe workplace so far as it is reasonably practicable to do so.
- Giving all people attending The Avenue School including employees, students, visitors, volunteers, contractors and the general public – the highest level of protection against risks to health and safety that is reasonably practicable in the circumstances.
- Eliminating or reducing risks of harm, so far as is reasonably practicable.
- Being proactive in promoting health and safety at The Avenue School.

The Board of The Avenue School works with the Board of MDLC to ensure:

- Provision of adequate facilities and policies to protect the health and welfare of staff, volunteers, students and visitors. (This includes first aid resources, evacuation plans and appropriate signage.)
- Maintenance of the premises to avoid safety risks to staff, volunteers, students and visitors, as far as is practicable.

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- Provision and maintenance of safe fittings, furniture and equipment.
- Access to appropriate OH&S training for staff.
- Open lines of communication between all staff members in relation to OH&S issues.
- Ensure workplace health and safety audits are undertaken.

The Board will work with the Principal with the aim to achieve and maintain an environment that supports the wellbeing of staff by ensuring:

- Staff and volunteers are not exposed to physical or psychological injuries.
- Issues emerging that could lead to workplace stress including bullying, harassment, student behaviour and wellbeing needs, parent expectations etc. are monitored and managed.
- Workloads are monitored to avoid incidences of emotional exhaustion.
- An Employment Assistance Program is available in times of crisis.
- Opportunities for team building and bonding are offered.

### **Principal Responsibilities**

The Principal has the following occupational health and safety (OH&S) responsibilities:

- Upholding a duty of care to all people attending The Avenue School.
- Implementing OH&S policies and procedures
- Maintaining OH&S manual and documentation
- Ensuring all staff receive an induction into The Avenue School OH&S procedures and that they understand their OH&S responsibilities. Refer to the OH&S Induction Checklist (OH&S A1)
- Ensuring annual audits of facilities and the environment are undertaken using OH&S checklists. Checklists are available at <https://www2.education.vic.gov.au/pal/workplace-inspections/resources>
- An action plan will be completed with timelines in consultation with the CEO of Mountain District Learning Centre (MDLC) as facilities manager. The Principal and the MDLC CEO will monitor progress in addressing identified actions.
- Ensuring quarterly inspections are undertaken using checklists assigned for this purpose and immediately rectifying identified safety issues. The checklists are informed by the Essential Services Register and are designed to ensure:
  - Hazardous and flammable materials are stored safely.
  - Building exits are kept clear from obstructions.
  - Assembly points are designated and have appropriate access to emergency equipment.
  - Access for emergency vehicles is clear.
  - Other safety issues that emerge are identified and promptly addressed.
- Ensuring monthly checks of Smoke Alarms in all facilities as per the Essential Services Register.
- Responding to all reports regarding hazards, incidents and accidents appropriately to prevent further injury or accident.
- To provide assistance to injured or ill employees to integrate them back into the workplace.
- Minimise risks to psychological and physical health of school staff and volunteers that could result from work-related stress, violence, harassment and bullying.
- Ensuring OH&S issues are dealt with promptly and effectively.
- Reporting any unresolved OH&S issues to the CEO of MDLC and to the Board.
- Ensuring OH&S safety audits are undertaken annually.
- Undertaking safety hazards, audit and safety check findings are to be documented on the OH&S Improvement Plan in consultation with the CEO of MDLC and addressed in order of priority.

### **Staff Responsibilities**

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Staff will, to the extent of their control or influence, fulfil their responsibility in accordance with the requirements of the Occupational Health and Safety Act 2004 by:

- Effectively implementing The Avenue School’s Occupational Health and Safety Policy.
- Reporting incidents and accidents involving any individual using the premises to the Principal.
- Report hazards when they are identified.
- Organising urgent repairs and maintenance to prevent accident and injury.
- Working safely. Staff will ensure that they keep their work areas safe at all times by taking reasonable, practical steps to avoid creating or increasing a risk to themselves or another person.
- Supporting the Principal and Board to fulfil their occupational health and safety responsibilities.
- Using all equipment provided in accordance with instructions.
- Carry out Risk Assessments as required ensuring student safety.

### Consultation

- OH&S is included as an agenda item at Staff meetings which are held regularly.
- OH&S information is provided to staff through the Principal.
- Staff are deemed to be the Health and Safety Working Group for the school.

### Notifiable Incidents

The Avenue School must notify WorkSafe Victoria of incidents occurring that have resulted in:

- The death of a person
- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment as an in-patient in a hospital  
(Note: there is no requirement to notify WorkSafe where no treatment was provided.)
- Immediate medical treatment for:
  - the separation of skin from underlying tissue
  - the amputation of any part of the body
  - a serious head injury or eye injury
  - the loss of a bodily function
  - serious lacerations
  - an electric shock
  - a spinal injury

Definitions of ‘workplace’ and ‘notifiable incidents’ are provided via: [Guide to incident notification | WorkSafe Victoria](#)

### Notification Procedure

- WorkSafe must be notified immediately after the incident. Phone 132 360 to obtain a reference number.
- Within 48 hours after notification, the Incident Notification Form is to be completed either online or in hard copy. Forms are available via: [Incident-notification-form-2023-07.pdf \(worksafe.vic.gov.au\)](#)
- You must keep a copy of this record for at least five years.

### Site Preservation

The site of a notifiable incident must not be disturbed until an inspector arrives or directs otherwise at the time of notification, although the site may be disturbed to protect a person’s health or safety, to help someone who is injured or to make the site safe.

### Asbestos Management

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- When maintenance work is required in buildings that have been identified to contain asbestos, sub-contractors/maintenance workers must be notified and provided with a copy of the MDLC Asbestos Risk Assessment Report (Azcor) which can be accessed via the CEO of MDLC.
- Refer to the Guide to the Occupational Health and Safety Regulations 2017

**Documents relating to this policy:**

- Student Welfare Policy
- Employee Occupational Health & Safety Information
- Incident & Injury Report Form
- Hazard Report Form
- Safety Checklist – Outdoor Environment (DET)
- Safety Checklist – General Workplace (DET)
- Infection Control
- Emergency Management Plan
- Managing Blood Spills and Bleeding
- Critical Incidents
- Critical Incident Debriefing Handout
- The Victorian Occupational Health and Safety Act and Regulations
- Guide to the Occupational Health and Safety Regulations 2017 (Worksafe)
- [Guide to incident notification | WorkSafe Victoria](#) publication. (Worksafe)
- Essential Services Register
- Staff Induction Checklist