

# OHS INDUCTION INFORMATION

Wodonga Federation of Government Schools (including Baranduda Primary School, Belvoir Special School, Melrose Primary School, Wodonga Middle Years College, Wodonga Senior Secondary College, Wodonga South Primary School, Wodonga Primary School and Wodonga West Children's Centre) is working to streamline our induction processes.

The induction process has been broken into two sections: Federation and Site Specific.

The documentation in the Federation section is applicable to all Federation Schools and only requires you to complete once.

Site Specific will be documentation relevant to individual school sites that you are engaged to work in.

Each induction is valid for 12 months, except where the provision of a SWMS is mandated for high risk work. In this instance, the contractor must be re-inducted.

You will be notified via email if one of your inductions are about to expire or if our documentation has been updated.

## **Federation OH&S Induction**

### **Access**

All visitors, contractors, service provider, volunteers must report to the general office and sign in upon arrival at the workplace. This requirement is indicated on signage located at all entrances to the school, see below:



All visitors, contractors, service provider, volunteers are to restrict their movements and activities within the school to those areas and times approved/agreed to.

## 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:

### **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

### **Allocate adequate resources:**

- 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

### **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

### **Provide transparent and robust information, training, instruction and documentation:**

- on individual health and safety accountabilities for all employees across DET
- on legislative and DET HSW requirements

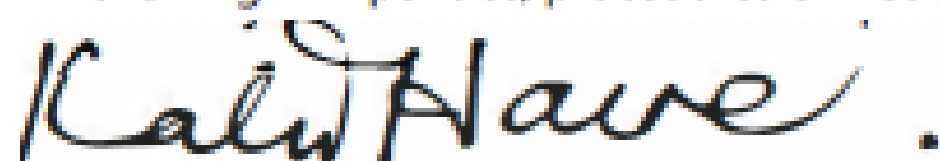
### **Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:**

- 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

### **Drive continuous HSW improvement:**

- 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.



Katy Haire  
Acting Secretary  
19/01/2018

# Occupational Health and Safety Consultation and Communication Policy

**Scope:** This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET). This policy builds on Part 4 of the *Victorian Occupational Health and Safety (OHS) Act 2004* which outlines the legal duties of employers to consult.

## **DET OHS Commitment and Principles:**

DET is committed providing DET workplaces with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety.

DET will communicate matters affecting state-wide OHS information to internal and external stakeholders.

Consultation will not delay the implementation of a policy or procedure to address an immediate health and safety risk.

## **Policy Objectives:**

DET is committed to:

- consulting with employees, so far as reasonably practicable on OHS issues and changes that affect their workplace including:
  - identification of workplace hazards
  - assessment of the risks associated with workplace activities and hazards
  - decisions made to eliminate or control workplace risks
  - review of workplace risk assessments
  - introduction of, or alteration to, procedures for monitoring workplace risks
  - decisions made in relation the adequacy of workplace facilities
  - proposed changes to the work premises, systems of work, plant or substances used at the workplace
  - decisions about change in job role
  - decisions about consultation procedures, and any legislative requirements
- providing access to specialist health and safety advice and services to DET employees, where health and safety issues cannot be resolved directly as a result of using the local/established health and safety issue resolution procedure.

## **DET employees, visitors, volunteers and contractors are required to:**

- consult and cooperate with DET on OHS related matters
- openly communicate any instances of hazards or incidents in the workplace
- provide feedback to DET on the effectiveness of established consultation and communication arrangements.



Gill Callister  
Secretary

5/5/2015

## Required conduct/behaviour

All contractors are expected to abide by the workplaces code of conduct while on site. This includes:

- No smoking on school grounds or within four metres of an entrance to all DET workplaces.
- No alcohol or drugs are to be consumed on any DET premises. Any contractor under the influence will be dismissed.
- No offensive language is permitted on any DET premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not be left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the DET workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on DET premises.

## Hazard and incident reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, contractor or employee must be reported.

Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:

- police for crime, injury that may not be accidental, or assault
- ambulance for injury and medical assistance
- fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.

Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list for each site.

All injuries and incidents must be reported to the Workplace Manager for entering on eduSafe. This is necessary for OHS management and for documentation if treatment is required at a later date.

## First aid and amenities

### First aid

There are qualified designated first aid officers in the Administration area. Other staff are also trained.

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report with the Workplace Manager.

### Toilets

Contractors are not to use the student toilet facilities. Staff can provide directions to facilities in other buildings.

## Safe Work Method Statements

A contractor is expected to supply a Safe Work Method Statement (SWMS) or equivalent, prior to the commencement of any works. A standard SWMS is sufficient for regular works and is suitable for 1 year. It must cover all OHS issues including manual handling, noise, falls, animals/wildlife, hazardous substances and dangerous goods, and environment issues – rain, heat, cold.

Works cannot proceed until the Workplace Manager and/or Management OHS Nominee has reviewed and signed the SWMS, to verify it has been sighted. A new SWMS will be required if scope of works change.

A detailed SWMS or equivalent must be provided for work based on a higher level of risk or **as mandated by DET**, demonstrating how you will manage the risks:

### HIGH RISK WORK:

- confined space entry – requires a school permit.
- demolition works.
- hazardous manual handling.
- hot works (e.g. burning, soldering, grinding, welding) – requires a school permit.
- powered mobile plant ( e.g. forklift).
- removal or disturbance of asbestos – not to be conducted without DET permit.
- temporary supports for structural alterations.
- tilt-up or precast concrete.
- use of explosives.
- use of Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. Your Safe Work Method Statement or equivalent must outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed. Such controls may include, but are not limited to:

- the provision of Material Safety Data Sheets (MSDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.
- trenches or shafts deeper than one and half metres.
- working at height (two metres or more)

Where there is the potential to fall two metres or more including work at a height of two metres or above (measured from the ground to foot position on ladder rung/work platform); or undertake excavation work (depth of one and a half metres or more)

- works in tunnels
- work that is in, on or near:
  - artificial temperature extremes (e.g. work in an operating cool room or freezer)
  - chemical, fuel or refrigerant lines
  - contaminated or flammable atmospheres
  - electrical installations or services
  - pressurised gas distribution mains or piping
- roads
- telecommunications towers
- water/liquids that pose a drowning risk

Cables - Various underground service cables are present throughout the site. Adequate controls must be implemented and discussed with the Workplace Manager, the Management OHS Nominee or other DET site contact prior to performing works that could disrupt DET services.

Prior to conducting works please contact 'Dial Before You Dig' on ph.1100 between 8am and 5pm. You can also call Energy Safe Victoria on (03) 9203 9700 or 1800 652 563 during normal business hours, or email ESV at [info@esv.vic.gov.au](mailto:info@esv.vic.gov.au).

Contact the Workplace Manager and/or Management OHS Nominee for further school site-specific details on all Safe Work Method Statements.