

Policy

Occupational Health and Safety

Purpose and Scope

The Centre will, as reasonably as possible to provide and maintain a safe and healthy working environment for all staff, volunteers and learners/clients.

Policy

1 Principals

- 1.1 The Centre will make every reasonable effort to prevent accidents, protect from injury and promote the health, safety and welfare of all staff, volunteers, learners/clients and visitors of The Centre.
- 1.2 The Centre complies with legislation and regulations in line with government department in relation to pandemic or infectious control.
- 1.3 The Centre will make available appropriate resources to ensure that it complies in all respects with relevant legislation, particularly the Occupational Health and Safety (OHS) Act 2004.

2 Prevention

- 2.1 The Centre has a duty of care to eliminate risks that is deemed 'reasonably practicable' to protect the health, safety, and wellbeing in the workplace.
- 2.2 Health and Safety Committee (H&SC) facilitates co-operation between Management and Staff in instigating, developing, and carrying out measures designed to ensure the healthy and safety of all staff including but not limited to policies, procedures and forms.

3 Employer Responsibilities

- 3.1 The Centre has a duty of care under the OHS Act (2004) to provide a healthy and safe working and learning environment to all staff, volunteers, learners/clients, and the public. This includes, but is not limited to:
 - Provide and maintain safe equipment and systems of work
 - Provide safe systems of work including control of high-risk areas
 - Provide a safe working environment and adequate welfare facilities
 - Ensure workplace is managed and controlled in a safe condition, free from risk to health (for example, ensure fire exits aren't blocked and workspaces are kept tidy)

TOID: 4172	Occupational Health and Safety Policy	Category OPS-012	V 2.2	Approval Date 09/2022	Page 1 of 5
-------------------	---------------------------------------	---------------------	-------	--------------------------	-------------

Policy

- Keep information and records relating to the health and safety of all staff.
- Engagement of qualified persons to advise of health and safety to all staff by:
 - conducting H&SC meetings regularly with terms of reference that meet all requirements under the Occupational Health and Safety Act 2004 (Vic)
 - appointing appropriately qualified staff to the H&SC to act as Health and Safety Representatives
 - ensuring a Health and Safety Representative at each office site to ensure health and safety requirements are implemented
- Monitoring conditions at any workplace under its control and management
- Provide necessary procedure, information, instruction, training or supervision to enable staff to carry out their work in a safe manner without risks to health or wellbeing.

4 Staff, Volunteer and Learner/Client Responsibility:

4.1 Staff have a duty of care to:

- 4.1.1 Ensure that their desk and workspace is safe and without risks to health, and that any unsafe or unhealthy conditions are identified and reported to any member of the OH&S Working Group promptly.
- 4.1.2 Take appropriate care for their own health and safety and for the health and safety of all persons who may be affected by their acts at the workplace.
- 4.1.3 Follow all reasonable directions given to them by their manager or team leader, or their representative, in relation to their own and any other person's health and safety.
- 4.1.4 Adhere to safe work practices, instructions and rules.
- 4.1.5 Not misuse, damage, refuse to use, or interfere with anything provided in the interest of occupational health and safety.
- 4.1.6 Encourage fellow staff and clients to create and maintain a safe and healthy work environment.
- 4.1.7 Use relevant safety equipment when provided or made available for their use.

4.2 Learners and Clients have responsibility to:

- 4.2.1 Comply with instructions given to them by The Centre staff or representatives to protect their health and safety and that of others whilst on The Centre's premises.
- 4.2.2 Report any unsafe or unhealthy conditions, injuries or hazards to a member of staff
- 4.2.3 Ensure that their own behaviour is cooperative and enables the health and safety of all staff and clients.

TOID: 4172	Occupational Health and Safety Policy	Category OPS-012	V 2.2	Approval Date 09/2022	Page 2 of 5
-------------------	---------------------------------------	---------------------	-------	--------------------------	-------------

Policy

- 4.2.4 Not misuse, damage, refuse to use, or interfere with any equipment or resources provided in the interest of occupational health and safety
 - 4.2.5 Encourage other learners/clients to create and maintain a safe and healthy work environment
 - 4.2.6 Ensure not to wilfully place at risk the health or safety of another person at The Centre
- 4.3 In the interest of the wellbeing of clients, and in accordance with the VRQA Guidelines for VET Providers, The Centre will not require or permit clients to attend scheduled programs and activities (including time allocated for self-paced or online studies) for periods of more than eight hours in any one day (this could be exempted where the VRQA has issued the provider a specific written exemption for a course-related reason, specifying different maximum hours for that course).
- 4.4 For full time clients, scheduled programs and activities (including time allocated for self-paced or online studies) will only be conducted between 08:00 to 22:00 hrs. on any day (this could be exempted where the VRQA has issued the provider a specific written exemption for a course-related reason, approving a different schedule for that course and with the written agreement of the student)
- 4.5 Listed below are some key factors to consider when assessing the 'reasonableness' of the level of care required for a client:
- 4.5.1 Client's age, experience and capabilities - The level of care will generally be greater the younger the student.
 - 4.5.2 Physical and intellectual impairment - A client with a disability is generally at greater risk of injury than a client without a disability.
 - 4.5.3 Medical condition - Particular medical conditions including conditions such as asthma and epilepsy require special attention to ensure the client is not exposed to a greater risk of injury
 - 4.5.4 Behavioural characteristics - If a client is known to behave inappropriately then the level of care required increases
 - 4.5.5 Impairment caused by use of alcohol and/or other drugs - Clients on The Centre premises who are clearly affected by alcohol and/or other drugs should be protected by staff from further harm. Staff should recommend and/or assist clients to remove themselves from The Centre premises in a safe manner
 - 4.5.6 Nature of the activity and the environment in which the activity is held - Activities with a higher level of risk, and held in hazardous or potentially hazardous environments, require a higher level of care

TOID: 4172	Occupational Health and Safety Policy	Category OPS-012	V 2.2	Approval Date 09/2022	Page 3 of 5
-------------------	---------------------------------------	---------------------	-------	--------------------------	-------------

Policy

- 4.5.7 Assessing the level of risk involved in any individual activity. The risk level is the outcome of the combination of the results from the following assessment:
 - 4.5.7.1 Probability of the risk occurring
 - 4.5.7.2 Magnitude of the risk
 - 4.5.7.3 Expense, difficulty, and inconvenience involved in alleviating the risk.

- 4.5.8 Age of the client. For clients under 18 years, Centre staff must exercise duty of care responsibilities concerning:
 - 4.5.8.1 Provision of an adequate system of supervision
 - 4.5.8.2 Ensuring that medical assistance is provided to sick or injured students
 - 4.5.8.3 Implementation of strategies to prevent bullying
 - 4.5.8.4 Mandatory reporting and
 - 4.5.8.5 Protection re inappropriate web content

Definitions

Duty of Care

- The term 'duty of care' is a legal concept that defines the duty a person or organisation has to use reasonable care toward others in order to protect them from known or reasonably foreseeable risk of harm and/or injury

General Public

- Any person who is not a staff member or client who has reason to access The Centre's facilities

Reasonable

- While there are no predetermined answers to questions about whether or not an action is reasonable, there are a number of factors which must be considered each time a staff member makes a decision. Staff must use their professional skills and experience to decide the weight to be given to each factor and to make a final decision about the most reasonable action in a particular situation

Staff

-For the purpose of this policy staff refers to permanent, full-time or part-time employees, casual staff, volunteers and tutors. Contractors are also covered by this policy

Workplace

- Any of the buildings or structures operated by The Centre or any other place a client is receiving a component of their learning experience

TOID: 4172	Occupational Health and Safety Policy	Category OPS-012	V 2.2	Approval Date 09/2022	Page 4 of 5
-------------------	---------------------------------------	---------------------	-------	--------------------------	-------------

Policy

Version Control

Procedure Operative From	01/2013	Date and Current Version	V2.10 09/2022
Responsible Officer	Quality Administrator	Procedure Approved By	Board of Governance

References

Staff Code of Conduct	Learner Code of Conduct
Emergency and Critical Incident Management Plan	Occupational Health and Safety Regulations 2017 (Vic)
Occupational Health and Safety Act 2004	Incident Report Form
Workplace Injury Rehabilitation and Compensation Act 2013	Terms of Reference – OHS Working Group

Related Policies

Prohibited Items Policy	First Aid Policy
Anaphylaxis Policy	Excursion Policy
Child Safe Policy	COVID Safe Policy

Related Procedures

Staff Discipline Procedure	Excursion Procedure
Child Safe Procedure	Working at Heights Procedure

Related Information and Guidelines

<p>Workplace amenities and work environment – compliance code Edition 1, September 2008</p> <p>A guide to risk control plans Edition 3, September 2017</p> <p>Getting OHS representation right – A workers’ guide to occupational health and safety Version 1 – June 2022.</p>	
--	--

TOID: 4172	Occupational Health and Safety Policy	Category OPS-012	V 2.2	Approval Date 09/2022	Page 5 of 5
-------------------	---------------------------------------	------------------	-------	-----------------------	-------------