OHS MANAGEMENT SYSTEM OHSMS
(DET Overview) POLICY

Policy & Guidance

- The Department values and supports its people and is committed to ensuring healthy and safe working and learning environments. The Department recognises that employee health, safety and wellbeing is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:
  - prevent workplace injuries and illnesses
  - allocate adequate resources
  - enhance workplace culture
  - provide transparent and robust information, training, instruction and documentation
  - drive continuous improvement in health, safety and wellbeing
  - maintain a working environment that is safe and without risks to health
- The aim of the OHSMS is for Principals to create healthy and safe workplaces by managing key risks in their school, with support from central and regional offices. See example policies below which may be applicable to your site and form part of the Occupational Health and Safety Management System (OHSMS):
  Asbestos Management
  Chemical Management
  Confined Spaces
  Contractor OHS Management
  Cooling Towers
  Environmental Hygiene
  Equipment Isolation and Tag Out
  Ergonomics and Workspace
  First Aid for Students and Staff
  Hot Work
  Manual Handling
  Mental Health and Wellbeing — Employees
  Noise Management
  Occupational Violence and Aggression in Schools
  OHS Purchasing
  Plant and Equipment Management
  Outdoor Activities and Working Outdoors
  Prevention of Falls when Working at Heights
  Reporting and Managing School Incidents (including emergencies)
  Slips, Trips and Falls
  Swimming Pools on School Grounds
  Testing and Tagging of Electrical Equipment
  Traffic Management
  Volunteer OHS Management
  Voice Care for Teachers
  Working Alone, in Isolation or from Home

Purpose
- This policy is designed to assist Footscray North Primary School in creating and maintaining a healthy and safe working environment.

Definitions

Hazard
Anything with the potential to cause harm, injury, illness, or loss

Health and Safety Representative
An elected employee responsible for representing employees within a DWG on matters relating to OHS

Hierarchy of Controls
There are a number of ways that risks associated with hazards can be reduced however, the effectiveness of each method may vary. The prioritising of approaches in managing the risks associated with a hazard is called the hierarchy of controls and indicates the decreasing level of effectiveness of various approaches. The hierarchy of controls are:
- Eliminating the hazard at the source
- Substituting the hazard with something else that poses a lesser risk
- Isolating the hazard with an engineering control
- Implementing administrative controls and changing the way work is done
- Providing Personal Protective Equipment

Often a number of different approaches are used in conjunction with each other to provide a more effective risk treatment.

OHS Management System (OHSMS) is a set of plans, actions and procedures to systematically manage health and safety in the workplace. It is actively endorsed by a committed employer.

Implementation
- Occupational Health and Safety is a responsibility for all.
- The school will implement DET's OHSMS.
- The Principal or delegate will ensure the following applies:

1 **Leadership**
- To manage health, safety and wellbeing in schools, the Principal the local management representative and site manager) have certain accountabilities including:
    - Promoting health, safety and wellbeing
    - Preventing risks and injuries, including through embedding appropriate school management and supervision practices for health, safety and wellbeing
    - Identifying safety risks (also known as hazards)
    - Managing risks, including by implementing controls using the hierarchy of controls
    - Responding to risks/hazards, injuries and near misses, including reporting incidents for regional and central office support, and overseeing return to work for employees
    - Consulting with employees regarding health, safety and wellbeing (including through Health and Safety Representatives (HSRs), and a Health and Safety Committee, where applicable)
    - Reviewing and continuously improving the management of health, safety and wellbeing at the school

To acquit these local leadership actions, the Principal or delegate will implement OHSMS requirements for which they have control or responsibility. Where a delegate has been appointed, the Principal must ensure that the individual has an appropriate level of authority (such as Assistant Principal or Business Manager) to be able to make decisions on OHS matters.

Employees must also perform their work safely and without risks to their health or others.

2 Capability
The best approaches to leading health, safety and wellbeing include local leaders building strong capability in their people and processes. This is covered by the OHSMS elements of:
- o OHS Planning
- o OHS Consultation and Communication
- o OHS Induction and Training
- o OHS Planning

The Principal or delegate must use the OHS Activities Calendar template (or equivalent) to effectively plan and manage OHS based on their school's profile (for example the particular facilities and OHS hazards in the school). This will ensure that OHS activities are completed and recorded in a timely manner.
Refer to: OHS Planning Policy

OHS Consultation and Communication
Being transparent and inclusive about the management of health, safety and wellbeing builds mutual trust.
The Principal or delegate will involve employees and Health and Safety Representatives (HSRs) in proactive consultation around the identification and management of workplace hazards.
Refer to: OHS Consultation and Communication Policy

OHS Induction and Training
Providing employees with an OHS induction introduces them to the culture and risk profile of the school. It also provides critical information relating to safety management and key people.
To supplement this, the provision and encouragement to attend training is also important as building employees' knowledge and capability is a critical component to having a healthy and safe workplace. The Department has a suite of eLearning modules and in-house training available to employees to improve health, safety and wellbeing capability:
- o OHS eLearning modules (LearnED)
- o Safety Management for School Leaders (Bastow)

Refer to: OHS Induction and Training Policy

3 Risk
Ensuring workplaces having a methodology for identifying and managing risks within their workplace is essential to effective safety management.
Refer to: OHS Risk Management Policy
Some identified risks are fairly similar across all workplaces however, some are school type specific. The processes outlined in the OHSMS allow for workplaces to scale the level of implementation of requirements based on your workplaces, size and location, number of employees and scale of facilities.

4 Continuous improvement
The Department works with people to set objectives and to develop our support programs to achieve the best safety outcomes for schools.

Hazard alerts
From time to time, the Department issues hazard alerts.
A hazard alert is designed to provide concise information in relation to serious incidents or current issues in Department workplaces. The alert provides guidance in relation to appropriate procedures, practices and controls that should be implemented.
See available hazard alerts in the Resources tab.

Audit
To inform our support programs and ensure schools are maintaining their compliance we have an established OHSMS auditing program. Following an audit at your school the Principal should:
- o complete corrective actions within the specified timeframes
- o seek guidance from the OHS Advisory Service where necessary to identify corrective actions

- o   report completed corrective actions on the online system within the specified timeframes
- o   submit sufficient evidence on the online system to demonstrate that corrective actions have been completed

The school may choose to contact the Regional OHS Support Officer for assistance pre or post audit, see the Guidance tab at the website below for contacts.

- The school has developed policies in many of the aspects of OHSMS identified above.
  Please refer to our *Asbestos Management, Chemical Management, Contractor OHS Management, First Aid for Students and Staff* and the *Volunteer OHS Management Policies.*
- All staff complete the online modules
  - ·   Manual Handling
  - ·   Ergonomics
  - ·   Slips, Trips and Falls
  - ·   Hazards and Incident Reporting
  - ·   Risk Management

  and others as training modules become available.

Evaluation

- This policy will be reviewed as part of the school's review cycle or if guidelines change (latest DET update late June 2020).

Not a mandatory policy

School Council Approval No Longer Required

https://www2.education.vic.gov.au/pal/occupational-health-and-safety-management-system-ohsms