



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Contains:

OH&S Policy

Critical Incident Management Policy

Emergency Management Plan

Staff Induction Checklist

Issue Resolution

Workplace Bullying Policy

Occupational Rehabilitation Policy & Risk Management

Return To Work Policy

Contractor Procedure

Hazardous Substances Register

School OH&S Audit



Occupational Health and Safety Policy

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Index

Occupational Health & Safety Policy	p. 3- 5
Critical Incident Management Policy	p. 6 - 19
Crisis Response Management Plan	p. 7 - 9
School Badly Damaged	p. 10 - 11
Evaluation Form	p. 12
Appendix A: Possible questions to ask when ascertaining accurate information	p. 13
Appendix B: Crisis Response Plan	p. 14 - 15
Appendix C: Liturgies	p. 16
Appendix D: School Badly Damaged Response Plan	p. 17 - 18
Crisis Response Flow Chart	p. 19
Emergency Management Plan	p. 20 - 26
Lock In Action Cards	p. 23
Evacuate Action Cards	p. 24
Supporting Those Affected	p. 25
Emergency Management Plan Checklist	p. 26
Staff Induction Checklist	p. 27
Issue Resolution Policy	p. 28 - 29
Workplace Bullying Policy	p. 30 - 31
Occupational Rehabilitation Policy & Risk Management Program	p. 32 - 38
Appendix 1: Selection Criteria- Return to Work Coordinator	p. 36
Appendix 2: Return To Work Plan	p. 37 - 38
Contractor Procedure	p. 38 - 42
Appendix 1: Contractor Letter	p. 41
Appendix 2: Contractor Induction Checklist	p. 42
Hazardous Substances Register	p. 43
School Occupational Health & Safety Audit	p. 43 - 48



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Identity Statement

To provide a school community that draws on the traditions of the Brigidine Order, that celebrates life, reaches out to others and actively cares for our world.

Vision Statements

St Patrick's Primary School strives to:

- Guide and support students on their faith journey through experiences of the Catholic tradition, building a strong sense of belonging, responsibility and wonder within our school, church and global communities.
- Develop an environment that builds on student resilience, self - respect, confidence and empathy – in partnership with families.
- Foster a learning environment that provides a holistic education that nurtures all learners in order for them to realise their full potential.
- Model and foster a safe and supportive environment for students and their families within the school community.
- Provide learning and teaching experiences that promote decision making.
- Conserve God's creation and recognise the traditional owners of the land.

Graduate Outcomes

We endeavour to create graduates who will:

- Have a dynamic faith
- Be committed to social justice
- Be environmentally aware
- Develop and sustain loving relationships
- Be life-long learners
- Realise their potential
- Be creative problem-solvers
- Be resilient, confident and independent
- Be respectful
- Have courage and integrity
- Be self-aware
- Enjoy their experiences

Basic Beliefs

St. Patrick's is committed to maintaining a safe working environment for all at our school. It is the policy of the school to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the school site.

Procedures in Place at St. Patrick's

To achieve a healthy working environment the school has in place several procedures and policies that should be followed to ensure that the workplace remains safe. These procedures and policies are:

- Emergency Management Plan
- Critical Incident Management Policy
- Induction of new staff procedure
- Contractor Induction/Management Procedure
- Hazard Reporting
- School Safety Auditing Procedure
- Workplace Bullying Policy
- Hazardous Substance Register
- Issue Resolution Procedures (developed in accordance with the Occupational Health and Safety (Issue Resolution) Regulations 1999)
- Return To Work Policy
- Physical, Personal & Social Learning Policy
- Art Policy
- Excursion/Camp Policy



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Copies of these procedures are available through the Principal or deputy Principal. Staff will be trained in these policies at an annual in-service and for new employees, an induction program.

Responsibilities of Leadership

The responsibilities of leadership are as follows:

- Provide and maintain so far as practicable for employees a working environment that is safe and without risks to health;
- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;
- Ensure that the relevant Act and Regulations that apply to working conditions and work environment are observed and enforced;
- Encourage consultation in addressing safety issues;
- Design, purchase, install and maintain safe machinery and maintain a safe site;
- Develop and implement safe systems of work;
- Provide adequate safety information, training and supervision;
- Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

Responsibilities of Employees in Leadership Positions

Employees in leadership positions have the following responsibilities in addition to their responsibilities as employees of the school:

- Ensure that the area in which they work is safe and without risks to health;
- Identify any unsafe or unhealthy conditions or behaviour;
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- Attempt to remedy all problems related to occupational health and safety. If unable to rectify the problem, consult with the Principal's representative.

Responsibilities of Employees:

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace;
- Adhere to safe work procedures, instructions and rules;
- Co-operate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully place at risk the health and safety of any other person in the workforce.

Annual Implementation

- All classrooms will undertake a risk assessment inspection early in term one.
- Annual education with staff regarding manual handling, using ladders and reporting accidents and near misses.

Professional Development

- Provision for annual training for Health & Safety Principal's representative through the Catholic Education Office.
- First Aid for all staff members to level one (minimum) with at least two (2) staff members accredited at level two.

Review of Procedures and Policy

The Occupational Health and Safety procedures and policy will be reviewed every three (3) years to ensure that all new pieces of equipment are covered and all new practices are reviewed. These reviews will be outlined to all staff through regular communication methods.

Where to go for further information

The following people will be able to provide further information:

- Principal: Terry Corrigan
- Principal Representative:
- Union Representative: Helen Rickard



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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Critical Incident Management Policy

Rationale

A critical incident is any event, which has a stressful impact sufficient enough to overwhelm the usually effective coping skills of either an individual or a group. (Mitchell & Everly, 1997)

Loss is a crisis we may experience in our life. It can be sudden or occur over time and can impact in a variety of ways and in varying degrees throughout the school community. Our school crisis management strategy is designed to assist and support staff, students and our local school community throughout such times of crisis.

Aims

- Effective and appropriate action will take place as soon as possible, following a crisis, so that the impact to the relevant people and places is minimized.
- To provide support for, and endeavour to meet the needs of persons affected by the crisis in both the short and long term.
- To provide a workable plan to ensure minimum disruption during the impact of the crisis.
- To provide professional help, in attempting to minimise long-term negative consequences.

Possible Critical Situation

- Death
- Serious injury
- Accident
- Illness

Abduction of a staff member, student or parent



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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Crisis Response Management Plan

1. *Inform The Following:*

Principal (or Deputy Principal) is to inform or Consultant:

Mr Paul Desmond: CEO Director	5443 2377
Helen Ramsdale: Consultant CEO	5723 0000
Fr Michael Pullar: Parish Priest, St Patrick's Wangaratta	5722 1970
Ambulance / Police	000
Parents / Next of kin	
Appropriate Staff	

2. *Collect Accurate Information:*

Principal (or Deputy Principal/Parish Priest) is to collect accurate information about the situation as soon as possible.

Possible questions to ask when ascertaining accurate information:

- What happened?
- Where did it happen?
- Who was involved?
- Who was directly at the scene?
- Who witnessed the event and what did they see?
- Who knows about the incident?
- Are there siblings at the school?
- Have parents been contacted?
- What has been done so far?
- Is anyone in hospital, if so which hospital?
- Has there been police involvement?
- If so, what was the name of the attending officer?
- Has there been a priest involved or notified?
- Have other agencies been involved?
- Have neighbouring schools been notified/involved?
- Is there any immediate action the family would like the school to take?
- Has there been any media contact?

(see Appendix A)

3. *Assemble & Inform Crisis Response Team*

A Crisis Response Team made up of key personnel should meet immediately to be fully informed of the situation. Key personnel may vary depending on the nature of the crisis, but should normally consist of the following:

1. Parish Priest
2. Principal
3. Deputy Principal
4. Welfare Coordinator
5. Home school support person.
6. Another co-opted member if necessary, according to the needs and nature of the situation, eg CEO representative, counsellor,

4. *Crisis Response Team To Form A Response Plan*

Response Plan (see Appendix B):

1. Consult process in policy
2. Decide how to inform staff - The team is to decide how and when the staff is to be informed depending on the situation. This may mean certain members are to be told individually, in small groups or as a whole.
3. Identify staff who may be too upset to cope
4. Formulate letter to parents



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

5. Set aside a support centre for distressed students, staff, parents eg library.
6. Arrange extra yard duty throughout the day
7. Arrange CRT if necessary
8. Plan any necessary changes to the timetable
9. Inform Galen College and ask for staff support if necessary
10. Plan school prayer/reflection (see **Appendix C**)
11. Organise professional support services if needed.
12. Take a moment to pray as team
13. Assist Police or other outside organization if required.

5. Inform Staff Of The Situation

- Provide accurate information
- Identify staff that may be too upset to cope
- Provide support and comfort if needed
- Provide information regarding the immediate procedure and protocol.
- Provide staff with information regarding support room within the school.
- Identify students that may be too upset to cope.
- Debrief staff at the end of each day in the initial stages of the crisis.
- Students are to be supervised by support personnel while staff is being informed.
- Preferably, Staff be informed prior to students arrival at school

6. Inform Parent Community

All efforts will be made to inform parents (parents of classmates) before students, however we recognise that this can depend on the nature and circumstances of the crisis.

- Inform parents through a letter as soon as possible.
- Staff is to restrict discussion with the parent community re. information released in the parent letter to prevent breaching confidentiality and privacy laws.

7. Inform students

- Gather students together, either class by class or as a whole unit.
- Provide students with correct information.
- Provide support – hug, “it’s all right to cry” etc.
- Settle group and talk about present feelings.
- Allow students to talk about the event/situation/person involved.
- Reminisce and tell stories about the person involved. Crying and laughing will possibly make students relax and be more at ease.
- Students not coping with the situation need to be sent home to be with their families if possible.
- Pray and/or reflect together as a class.

Practical Options for Class Activities

- Postpone pre-planned work if needed.
- Provide opportunities for creative expression eg poems, art, drawing, writing, clay modelling, music, card making.
- Provide opportunities for physical expression eg. sport, fun games,
- Provide opportunities for small ‘safe-group’ activities such as board games, cards, and computer games.
- Organise activities in family groupings, if needed

8. Praying Together As A School Community

Organise a time and place to pray/ reflect together as a whole school, in units or in classes.

9. Funeral Attendance (if applicable)

- There may be a school closure for the funeral of a teacher.
- Depending on the circumstances of the death of a student, the school will decide whether or not to have a school closure.
- If there is no closure, appropriate arrangements will be made for staff wishing to attend funeral.
- Students who wish to attend funeral, to be accompanied by parents or guardian.
- These steps are to be used as a guide and may vary with individual situations.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

10. Media Protocols

References

Schools Promotion Manual: Promotion, Publicity & PR: a Guide for Catholic Schools

The New Australian & New Zealand Public Relations Manual

- Staff members are not to make any comment to the media.
- Staff are to direct all community questions to the Principal or spoke's person appointed by the Crisis Response Team. This could be the CEO consultant, Director or Principal.
- No media personnel are to be on the school grounds without the principal's permission. The principal will consult with the CEO before any decision is made.
- No media personnel are to talk to children.
- Consider distributing media information through a selected media representative.

11. School Recovery

- Allow opportunity for staff to debrief
- Allow opportunity for students to debrief the situation
- Organise a school / staff / class reflection if appropriate
- Follow up with class discussion/reflection
- Liaise with family via Principal, Welfare Coordinator or other personnel
- Monitor staff and students over the next 12 months.
- Plan an anniversary liturgy if appropriate.
- Recall professional services for follow up advice at regular intervals, if necessary
- Provide opportunity for 'Seasons For Growth' Program to be implemented, if required.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
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School Badly Damaged

Follow The Guidelines Set Out In The Emergency Management Plan

1. Inform The Following:

Principal (or Deputy Principal) is to inform:

Ms Philomena Billington: CEO Director	5443 2377
Helen Ramsdale: Consultant CEO	5723 0000
Jo Iwanuch: Wangaratta CEO	5723 0000
Fr Michael Pullar: Parish Priest, St Patrick's Wangaratta	5722 1970
Ambulance / Police	000
Parents / Next of kin	
Appropriate Staff	

2. Administration Officer To Inform Parents

- Inform local families, asking them to ring around and inform others not to send their children to school, or asking them to meet their children from the designated assembly area.
- Parents are not to take children home unless authorised by the coordinator of the Emergency Management Plan.

3. Assemble Crisis Response Team To Form A Response Plan: (see **Appendix D**)

1. Consult process in policy
2. Decide how to inform staff - The team is to decide how and when the staff is to be informed depending on the situation. This may mean certain members are to be told individually, in small groups or as a whole.
3. Identify staff who may be too upset to cope
4. Formulate letter to parents
5. Set aside a support centre for distressed students, staff, parents eg library.
6. Arrange extra yard duty throughout the day
7. Arrange CRT if necessary
8. Plan any necessary changes to the timetable
9. Inform Galen College and ask for staff support if necessary
10. Plan school prayer/reflection (see **Appendix C**)
11. Organise professional support services if needed.
12. Take a moment to pray as team
13. Assist Police or other outside organization if required.

4. Update Staff On The Situation

- Update and direct staff after consultation with Emergency Management Plan coordinator and CEO authorities
- Debrief staff at the end of each day in the initial stages of the crisis

5. Returning To School

- Allow students to debrief the situation
- Explain temporary changes made to school to the students
- Set aside a support centre for distressed students
- Take time to pray as a class

6. Praying Together As A School Community

Organise a time and place to pray/ reflect together as a whole school, in units or in classes.

7. Media Protocols

References

Schools Promotion Manual: Promotion, Publicity & PR: a Guide for Catholic Schools
The New Australian & New Zealand Public Relations Manual

- Staff members are not to make any comment to the media.
- Staff are to direct all community questions to the Principal or spoke's person appointed by the Crisis Response Team. This could be the CEO consultant, Director or Principal.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

- No media personnel are to be on the school grounds without the principal's permission. The principal will consult with the CEO before any decision is made.
- No media personnel are to talk to children.
- Consider distributing media information through a selected media representative.

8. *School Recovery*

- Allow opportunity for staff to debrief
- Allow opportunity for students to debrief the situation
- Organise a school / staff / class reflection if appropriate
- Follow up with class discussion/reflection
- Liaise with family through the Principal, Welfare Coordinator or other personnel.
- Monitor staff and students over the next 12 months.
- Plan an anniversary liturgy if appropriate.
- Celebrate the rebuilding of the school
- Recall professional services for follow up advice at regular intervals



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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Evaluation

What did we do right?

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What could we do better next time?

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What wasn't done that we know should have been?

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Comments:

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Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Appendix A

Possible questions to ask when ascertaining accurate information:

What happened?

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Where did it happen?

.....

Who was involved?

.....

Who was directly at the scene?

.....

Who witnessed the event and what did they see?

.....

Who knows about the incident?

.....

Are there siblings at the school? Have parents been contacted?

.....

What has been done so far?

.....

Is anyone in hospital, if so which hospital?

.....

Has there been police involvement? If so, what was the name of the attending officer?

.....

Has there been a priest involved or notified?

.....

Have other agencies been involved?

.....

Have neighbouring schools been notified/involved?

.....

Is there any immediate action the family would like the school to take?

.....

Has there been any media contact?

.....

.....



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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Appendix B

Crisis Response Plan

Consult policy – Yes/No

How and when will we inform staff?

Identify staff that may be too upset to cope

Who will formulate letter to parents?

List specific things to be mentioned in the letter.

Plan for telling students

Contact professional help Yes/No done by

Allocated support/withdrawal room will be?

Staff/specialists to supervise the above room

Yard duty changes

Casual Replacement Teachers (CRT): Yes/No

Changes to the timetable

Inform Galen College and ask for staff support if necessary: Yes/No

Staff and student prayer and reflection – when, where?

Follow up meeting date/time and issues

Appendix C

Liturgies

- Death of Pupil



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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- Death of a Teacher/Staff Member/Friend of the School
- National Grief
- A Time of Tragedy

Reference

'Assemblies for Liturgical Seasons and School Occasions' Volume One Jude Groden and Chris O'Donnell MrCrimmon Publishing, 1999



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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Appendix D

School Badly Damaged Response Plan

1. Consult policy Yes/No
2. Identify staff who may not be coping

3. Organise temporary teaching facilities

4. Formulate letter to parents regarding the situation and temporary measures to be put in place.
5. Who will formulate letter to parents?

6. List specific things to be mentioned in the letter.

7. Allocated support/withdrawal room will be?

8. Staff/specialists to supervise the above room

9. Yard duty changes

10. Casual Replacement Teachers (CRT) Yes/No
11. Changes to the timetable

12. Inform Galen College and ask for staff support if necessary Yes/No
13. Staff and student prayer and reflection – when, where? (**Appendix C**)

14. Organise professional support services

15. Other



Occupational Health and Safety Policy

**Policy Code: FFR-OH&SP
To be Reviewed: 2016
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Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
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CRISIS RESPONSE FLOW CHART

Possible Critical Situations

- Death
- Serious injury
- Accident
- Illness Abduction of a staff member, student or parent

INFORM CORRECT AUTHORITIES

Ms Philomena Billington: CEO Director	5443 2377
Helen Ramsdale: Consultant CEO	5723 0000
Jo Iwanuch: Wangaratta CEO	5723 0000
Fr Michael Pullar: Parish Priest, St Patrick's Wangaratta	5722 1970
Ambulance / Police	000
Parents / Next of kin	
Appropriate Staff	
CCI	

Other Possible Authorities

Local Radio Station
Bus Company

COLLECT ACCURATE INFORMATION



ASSEMBLE AND INFORM CRISIS RESPONSE TEAM



DEVELOP RESPONSE PLAN



INFORM STAFF



INFORM PARENTS



INFORM STUDENTS





Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

PRAY TOGETHER



SCHOOL RECOVERY Emergency Management Plan

Rationale

The purpose of this Emergency Management Plan (EMP) is to ensure the safety of the children, staff and visitors to St. Patrick's School at all times, in all situations. A good EMP will assist the school in minimizing any potential threat to the people at the school as well as reducing the impact of damage to facilities and resources.

Geographical Layout

St Patrick's Primary School
Ovens St , Wangaratta

St Patrick's Primary school is situated in central Wangaratta, close to the central business district. The school is situated between Ovens and Ryley Sts. Ryley St is part of the old Hume Highway and a major transport route through the town. Parents and students have access to the school through both streets.

Merriwa Park is situated opposite the Ryley St entrance to the school . Motels, churches, business offices and the Civic Centre surround the School.

The school comprises an administration block three banks of classrooms and an adjoining hall. The grounds include netball/basketball courts, an undercover area, a grassed strip, a sand pit, play equipment areas and a shade sail over the senior play area.

Identification Of Potential Emergency Situations:

St. Patrick's is vulnerable to a range of potential emergency situations such as:

- (i) fatality
- (ii) serious injury/serious assault/sexual assault/siege/hostage/disappearance or removal of a student.
- (iii) Firearms/bomb threats.
- (iv) Collapse/major damage to buildings or equipment.
- (v) Motor vehicle collision/ impact with the school.
- (vi) Fire in school building.
- (vii) Impact by machinery/ equipment / aircraft.
- (viii) Fumes/spill/leak/contamination by hazardous materials
- (ix) Outbreak of disease.
- (x) Major storm damage or flooding.

In the event of an emergency situation, the police and/or ambulance will arrive at the school from the south. Access is via a major road. The only vehicular access is via Ovens St (two access points). Pedestrian access/exit can be made via Ryley St gate.

Emergency Signal - Communication

1-The school bell will be rung by the principal or administration officer. It will ring for a prolonged period of time along with an announcement over the PA system instructing staff as to what action plan is to be taken.

In the event of a power failure, an **AIR HORN**, located in the office shelving, will be activated by the principal or administration officer and an announcement made in each room beginning with the room nearest the disaster.

2-The office telephone is only to be used for emergency communications.

3- Student records and administration files held on disk are to be taken in the event of an evacuation. The administration officer is responsible for these files.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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4-An information centre will be established to communicate with parents who arrive at school. In the event that the media arrives at school, they should be directed to the coordinator.

Role & Responsibilities

- **Principal to co-ordinate activity during and emergency.**

In the absence of the principal, the deputy principal, a member of the leadership team or a senior member of staff will carry out the role of the coordinator.

- The coordinator is responsible for;
 - Notification of emergency services.
 - Alerting staff and students about the emergency.
 - Evacuation of staff, students and visitors.
 - Provision of resources to manage the emergency.
 - Liaison with emergency services.
 - Delegation of duties to staff as required.
 - Communication with staff, students and parents.
 - Maintenance of staff and student welfare.

- **Teachers and staff** will be directed by the coordinator at all times and should not initiate any action related to the emergency without the coordinator's authorization. This does not prevent a teacher taking action which minimizes the nature of the emergency, such as using a fire extinguisher on a fire or administering first aid to a student to reduce the effects of the injury.

- Teachers will ensure that students are accounted for and will check storerooms and toilets as indicated on the classroom emergency action card. The attendance roll, student record cards and the emergency action cards are to be taken to the evacuation site.

- Turn off all appliances if time permits including heaters, air conditioners, lights. Close doors and windows before leaving the classroom.

- **Teachers must supervise their students at all times.** If directed to another task by the coordinator, it is the responsibility of the class teacher to arrange alternative supervision before leaving the students.

- **Office staff** will deal with routine enquiries from staff and will assist the coordinator during an emergency. Office staff will be responsible for general telephone communications including notification of parents at the direction of the coordinator.

About The Evacuation

The **coordinator** will issue evacuation instructions to classes closest to the danger zone followed by classes further away from the danger area. When moving to the designated evacuation area, students must be moved away from the danger area not towards or through the affected area. Teachers should not evacuate unless instructed by the coordinator.

Teachers are responsible for the safety and supervision of their students during the evacuation and for the duration of the emergency. No teacher is to leave students unsupervised. If a teacher is directed by the coordinator to perform task which prevents effective supervision being maintained, it is the teacher's responsibility to arrange for alternative supervision before engaging in other tasks.

The coordinator will specify the type of evacuation required from one of the following:

- (a) Lock in during class times – refer **Action Card A.**
- (b) Lock in during recess and lunch times – refer **Action Card B.**
- (c) Evacuation of buildings to designated assembly area. **Action Card C.**
- (d) Evacuation of playground to designated assembly area. **Action Card D.**

Designated Assembly Area

As the school is relatively small in area there is only one main evacuation point.

Off The Premises

Students will assemble on the **lawns of the Civic Centre**. In the event of the access to the Civic Centre lawns being inaccessible, evacuation will take place via the **Ryley St Entrance** and proceed to the **St Patrick's Church lawns**

In the event of these being unsuitable, another site will be chosen in consultation with emergency services.



Occupational Health and Safety Policy

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(i) Identify Emergency – Initial safety response

Students report incident immediately to teacher A within school

Teacher A identifies the emergency and immediately removes nearby students from danger.

Teacher A notifies teacher B who minds the children

Teacher a immediately notifies the office – emergency coordinator

(ii) Notify Appropriate Authorities

Principal / Administration officer to notify appropriate authorities (fire brigade, police, etc)

(iii) Activate Appropriate Counter Disaster plan

Emergency coordinator will activate the emergency bell and announce the action card to be followed.

The classroom teacher will immediately put onto practice the appropriate response.

LOCK IN

B ACTION CARD

DURING RECESS AND LUNCH

Teachers on duty to instruct children to line up at their classroom.
Staff not on duty are to return to their rooms immediately, unlock doors to let students in.
Staff at school are to cover for colleagues in their unit who may be out of the school grounds at this time.
Close all doors and windows
Seat children in the centre of the room away from doors and windows
Mark the attendance roll to account for all students of all classes
being supervised.
Remain inside until instructed otherwise.
Do not leave the room to find absent students.
The teacher is to remain with the students at all times.

Do not leave the room to find absent students.

The teacher is to remain with the students at all times.

At no time are students to leave for food, drink or toileting

If toileting is required an area within the classroom is can be sectioned off and a temporary toilet (eg bin) can be used.



Occupational Health and Safety Policy

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EVACUATE
ACTION CARD
C

BUILDING TO DESIGNATED ASSEMBLY AREA – Civic centre lawn

Cease all work immediately and line up at exit.
Collect the attendance roll.
If safety permits, close the windows and turn off electrical and gas appliances.
Close the classroom door as you leave.
Exit to the designated assembly area.
Mark the attendance roll.
Inform the coordinator of any students not accounted for.
Extra students in the room are to remain with that class.
Do not send students back to their class.
They will rejoin their class at the designated assembly area.
Do not leave the assembly area to find absent students.
The teacher is to remain with the students at all times.



Occupational Health and Safety Policy

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EVACUATE

ACTION CARD

D

PLAYGROUND TO DESIGNATED ASSEMBLY AREA – Civic centre lawn

Teachers on duty to direct students to assemble on the grass area (near shade cloth)

If safety permits, teachers are to collect the attendance roll.

Staff not on duty are to immediately move to the grass area.

Staff at school are to cover for colleagues in their unit who may be out of the school grounds at this time.

Teachers head count or mark the roll for classes they are supervising.

Inform coordinator of any students not accounted for.

All personnel evacuate to the external assembly area – Civic Centre lawns

Do not leave the assembly area to find absent students.

The teacher is to remain with the students at all times.

Supporting Those Affected

The **Principal**, or coordinator, **will convene a recovery management group** when staff or students have been traumatized or are likely to suffer long term effects as a result of their exposure to an emergency.

The local welfare groups will be requested to provide recovery support to the school. This could include the services from such organizations as Catholic Education Officers (e.g. psychology), Centacare, Upper Murray Family Care, Wangaratta Hospital etc.

Emergency Phone Numbers

FIRE..... 000

(Wangaratta Fire Brigade 57 21 2001)

AMBULANCE..... 000

POLICE..... 000

(Wangaratta police Station 57 23 0888)

HOSPITAL 57 22 0111

POISONS INFORMATION CENTRE 13 1126

SES: (Wangaratta)..... 57 22 1900

Emergency calls 94 11 5164



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

EMERGENCY MANAGEMENT PLAN CHECKLIST

Location _____ Date _____

		<i>Yes</i>	<i>No</i>
>	Have emergency telephone numbers been confirmed with the emergency services?	<input type="checkbox"/>	<input type="checkbox"/>
>	Are the emergency telephone numbers prominently displayed on the front cover of the plan?	<input type="checkbox"/>	<input type="checkbox"/>
➤	Does the plan clearly specify procedures for reporting emergencies within the school, to the emergency services?	<input type="checkbox"/>	<input type="checkbox"/>
>	Are potential risks within the school and within a kilometre Of the school identified?	<input type="checkbox"/>	<input type="checkbox"/>
>	Are alternative evacuation assembly areas listed including one at least a kilometre from the school?	<input type="checkbox"/>	<input type="checkbox"/>
>	Does the plan identify how food, shelter, toilets will be provided during an extended evacuation?	<input type="checkbox"/>	<input type="checkbox"/>
>	Is a site plan included which displays emergency exits, access roads, gas, electricity supply points?	<input type="checkbox"/>	<input type="checkbox"/>
>	Does the site plan show the location of fire extinguishers /hose reels/hydrants/alarms?	<input type="checkbox"/>	<input type="checkbox"/>
>	Are the roles and responsibilities of key personnel clearly defined – principal as emergency coordinator, classroom teachers, office staff?	<input type="checkbox"/>	<input type="checkbox"/>
>	Does the plan describe how individuals will receive counselling or other specialist support?	<input type="checkbox"/>	<input type="checkbox"/>
>	Are staff responsibilities to account for and supervise	<input type="checkbox"/>	<input type="checkbox"/>



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Staff Induction Checklist

To be completed with new staff member by the principal or deputy principal before the staff member commences working.

Contacts	✓	Security	✓	Equipment	✓	OH&S	✓
Principal Contact Number		Alarm Password		Photocopier		Policy Folder Location	
Deputy Principal Number		Computer Passwords		Laminator		Overview of Policies	
Mentor Contact		Keys		Data Projector		Student Injury	
Union Representative		Car Parking		Sports Equipment		Staff Injury	
				Resource Room		Insurance Claims Booklet	
				Hall Bookings		OH&S Questions	
Yard Duties	✓	Rosters	✓	Important Days	✓		
Rosters: playtimes		Staff Room		Staff Meeting			
Rosters: after school		Staff Prayer		Cleaning Nights			
Expectations before & after school		Assembly		Recycling			
First Aid		Friday Mass					
No-Go Zones		Dicker Wing					



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Hats in Term 1 & 4		Staff Room Buying			
Playground Rules					
Staff Room	✓	Professional Expectations	✓	Teaching, Assessment & Reporting	✓
Newspapers		At Assemblies, mass etc.		Parent Teacher Interviews	
Morning Tea Money		Confidentiality		Learning Journals	
Staff Birthday's		Punctuality to duties, line		A-E VELS Reporting	
		Attendance at extra-curricular activities (e.g. twilight sports)		Observation Surveys	
				AIM Testing	
				Specialist Teachers	

Principal: _____

Date: _____

Staff Member: _____

Date: _____



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Issue Resolution Policy

Objective

The objective of these procedures is to prescribe a process for the effective resolution of health and safety issues as they arise at St. Patrick's Primary School.

Parties To The Resolution Of Issues

1. Management Representative (MR)

The nominated MR is the Principal Mr. Terry Corrigan

The Principal is responsible for all aspects of safety at the school.

If the MR is absent or unavailable the Deputy should be consulted.

2. Health & Safety Representative

The H&S Representative in the school is Mr. Paul Lynch

The H&SR Representative will act on behalf of the employees in the school where an issue arises.

3. At any stage in the resolution of an issue, any party may call in VIEU to assist to resolve the issue.

The Union Representative is Mrs. Helen Rickard

Procedure For Reporting Issues

1. A staff member wishing to raise a health and safety issue should report it to the MR and/or H&SR.
2. A staff member may take all steps that are necessary to report an issue. Where a teacher is at the time responsible for a class he/she should, if it is deemed necessary take immediate action, make alternative arrangements for the supervision of the students.

Procedure For Resolving Issues

1. As soon as possible after an issue has been reported, the principal or MR and the HSR must meet and try to resolve the issue.
2. The resolution of the relevant issue must take into account any of the following factors that may be relevant:
 - (a) whether the hazard or risk can be isolated;
 - (b) the number and location of employees affected by it;
 - (c) whether appropriate temporary measures are possible or desirable;
 - (d) whether environmental monitoring is desirable;
 - (e) the time that may elapse before the hazard or risk is permanently corrected;
 - (f) who is responsible for performing and overseeing the removal of the hazard or risk.
3. As soon as possible after the resolution of an issue, details of the resolution will be made known to the person(s) who initially raised the issue and if relevant all employees.
4. After the resolution has been implemented if an employee is dissatisfied with the outcome he/she may make a request for the resolution to be reviewed. This review is undertaken by the Principal and the OH&SR. If the outcome of the review is to uphold the initial resolution then that decision is final.
5. If an employee believes the final decision is inappropriate he/she may request WorkSafe Victoria to review the local decision.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Workplace Bullying Policy

Objective

St. Patrick's School is committed to providing a working environment in which all employees are treated with dignity and respect in accordance with Catholic values, where bullying at work will not be tolerated, and where all employees can be productive without interference from harassment. Bullying is unlawful under the Occupational Health and Safety Act (1985).

What Is Bullying?

"Repeated, unreasonable behaviour directed toward an employee, or group of employees, that creates a risk to health and safety."

Within this definition

"*Unreasonable behaviour*" means behaviour that a reasonable person, having regard to all the circumstances, would expect to victimise, humiliate, undermine or threaten

"*Behaviour*" includes actions of individuals or a group, and may involve using a system of work as a means of victimising, humiliating, undermining or threatening

"*Risk to health and safety*" includes risk to the mental or physical health of the employee"

How Does Bullying Affect Employees?

Bullying at work has major impacts on both individuals and the School. Bullying can affect the mental and physical health of employees.

Types of Bullying

The following are examples of bullying behaviour/actions which are unacceptable at St. Patrick's Primary School.

Verbal Bullying (eg - Belittling comments, patronising titles or nicknames, offensive and abusive language)

Non-verbal Bullying (eg – Setting unrealistic deadlines, exclusion from the workgroup, withholding information)

Physical Bullying (eg Unwanted physical contact)

Sources of Bullying (eg from fellow staff members, parents, students etc)

What To Do If You Are Feeling Bullied

If you are feeling bullied tell the person how you are feeling and tell them to stop. If the person fails to stop then lodge a complaint with the Principal or HSR representative.

The Complaints Handling Procedure, located in the principals office, is a mechanism for you to lodge a complaint if the behaviour is repeated.

What The School Will Do

The school will deal with your complaint in accordance with the complaints handling procedure expeditiously and in a confidential manner.

Responsibilities of Employees in Leadership Positions

Employees in leadership positions at the school have a key role to play in preventing workplace bullying. These responsibilities include:

- Taking immediate action to stop workplace bullying if he/she observes it
- Ensuring staff understand their responsibilities and are made aware of the school policy and procedure in relation to workplace bullying



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

- Responding promptly and fairly to any reported complaints, in accordance with the complaints handling procedure
- Ensuring staff are not victimised as a result of lodging a complaint
- Ensuring that their own behaviour is free from inappropriate behaviours
- Monitoring to reduce the risk of bullying occurring or recurring in your area

Responsibilities of Employees

All employees are expected to:

- Comply with the school policy and procedure in relation to workplace bullying
- Treat others fairly and with respect at all times
- Take a firm stand so that what you say or do does not condone workplace bullying by others
- Report instances of bullying
- Offer support to those experiencing victimisation
- Promote the importance of acting against workplace bullying among your colleagues.

Where to Go For Further Information

Principal: Terry Corrigan

OH&S Management Representative: Paul Lynch

Union Representative: Helen Rickard

WorkCover's Bullying Draft Code of Practice, available on the WorkCover web-site – www.workcover.vic.gov.au

How Will the School Administer this Policy?

Professional Development Programmes for all staff will be conducted. This policy will be introduced through a staff workshop, and regularly re-visited by all staff. The policy will be reviewed in 2010 to ensure that it is adequately addressing bullying at the school.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Occupational Rehabilitation Policy & Risk Management Program

Policy Statement

The health and welfare of all employees at St Patrick's is of major concern and to that end, we are committed to the provision of a workplace that is safe and without risks to health, and to the prevention of workplace injury and illness.

It is however recognised that injuries may occur, and in the event that an injury does occur, we are committed to the philosophy and practice of occupational rehabilitation. The school believes that providing a safe, early return to meaningful and productive work is in the best interest of all staff. Consequently, it encourages full and active participation from all levels of management and staff in creating a supportive environment conducive to the rehabilitation process and the speedy return of colleagues to the workplace.

To achieve this, we have the following objectives:

1. Return to work should be a normal expectation of all employees following a work related injury. The intention is to return the injured employee to work as soon as possible.
2. All employees are encouraged to report all work related illnesses and injuries immediately.
3. Occupational Rehabilitation will commence immediately and be carried out in the appropriate manner with the involvement of all parties.
4. Each employee's occupational rehabilitation program will be developed individually, and on a confidential basis, with the employee concerned.

We have appointed the principal as our Return to Work Co-ordinator, and the employees own doctor as our Medical Services Provider and the employees own Occupational Rehabilitation Provider.

Policy Guidelines

Employer Commitments:

- Prevention of occupational injury and illness by providing safe and healthy working environments for all employees.
- To ensure early reporting and early intervention at the workplace to enable staff to stay at work, if appropriate.
- To ensure that remaining at or returning to work as soon as possible after an injury is a normal expectation and practice.
- To assist employees to return to suitable duties/employment where possible.
- To consult with employees and representatives to ensure that the occupational rehabilitation of any injured employee is effective.
- To ensure that occupational rehabilitation is provided for injured employees as soon as possible, especially for those injured employees that are expected to be off work for more than a short period of time.
- Our commitment also includes informing employees of their rights under the Accident Compensation Act, notably
- Participation in rehabilitation and return to work program is voluntary but non-participation may remove the right of receipt of weekly and/or medical benefits.
- Participation in occupational rehabilitation will not of itself, prejudice or disadvantage an employee in either job security or promotion.
- No termination of employment within 12 months of an injury solely or principally because of that injury unless that injury means that the employee is unfit to return to the workplace.

Employee Commitments:



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

- Taking reasonable care in the performance of designated duties and other workplace activities so as to prevent work related injuries to themselves and others.
- Reporting to their employer without delay any injury/illness or incident, which may be work, related or which affects their ability to perform their work.
- Co-operating with the school authority to enable it to meet its rehabilitation obligations.
- Co-operating in reasonable workplace changes designed to assist the rehabilitation of a fellow employee.
- Submitting promptly all relevant accident/incident reports, claim forms, medical certificates and reports, together with leave applications for work absences.
- Liaising with the schools Return to Work Co-ordinator in relation to a rehabilitation program.

Program Elements

1. Consultation with Employers

Occupational Rehabilitation and Risk Management is a co-operative and consultative process between the employer and the employees. Such consultation and the commitments outlined above should ensure that the occupational rehabilitation of an injured employee will be effective. All employees will be regularly informed of their rights and responsibilities and the school's current policy on Occupational Rehabilitation and Risk Management.

2. WorkCover Authorised Insurer

The WorkCover Insurer for St Patrick's is GIO Insurance

3. Return To Work Coordinator

The Principal has been appointed as the Return to Work Co-ordinator for St Patrick's. (see **Appendix 1** for selection criteria)

The role of the Co-ordinator includes the following:

- assist injured employees to remain at work wherever practicable or to return to suitable work as soon as possible after injury.
- ensure that a return to work plan is established for each employee who has an injury that involves 20 or more days of total incapacity for work.
- liaise with any parties involved in the treatment or occupational rehabilitation of injured employees or involved with the workplace to assist an injured employee to remain at or return to suitable work after injury.
- ensure the confidentiality of personal information made available while co-ordinating return to work activities, organising occupational rehabilitation services or in any other activity related to the management of an injured employee's claim.
- monitor the progress of the return to suitable work of any employee following injury and of any occupational rehabilitation services provided under a return to work plan.
- ensure that, where appropriate, an injured employee is referred to an approved occupational rehabilitation provider for assistance to return to suitable work.
- with more complex and serious injuries, the Return to Work Co-ordinator will also be responsible for authorising on behalf of the school, expenditure of up to \$1,200 on the provision of occupational rehabilitation services.

Medical Services Provider

The preferred medical provider for St Patrick's is the employee's own doctor.

Occupational Rehabilitation Provider

The employee may be referred to an Occupational Rehabilitation Provider when external assistance with return to work planning is considered to be reasonably necessary. The employee can also select his or her own provider. Occupational Rehabilitation Providers offer a wide range of services and have expertise in workplace rehabilitation. They will assess and plan each person's rehabilitation individually, and ensure the employee's confidentiality.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Reporting Of Injuries

- All injuries must be reported to the Principal as soon as possible.
- Injuries must be entered in the Register of Injuries book located in the staff room.
- On receiving notification of an injury or illness the Principal should contact the Return to Work Co-ordinator if necessary.

Treatment

Initial treatment is available from first aid trained staff members. If further treatment is required, an injured employee will be referred to their own doctor.

Return To Work Plan

A return to work plan is a statement of the support and employment opportunities that will be available to assist an employee to return to work following injury. It must be prepared for each injured employee within 10 calendar days of a claim reaching 20 days of total incapacity. However, the likelihood that an injured employee is returned successfully to work will increase if a return to work plan is developed earlier than this, preferably as soon as an injury occurs.

The Return to Work Co-ordinator should therefore ensure that a return to work plan is prepared as soon as possible after an injury if it is likely that the employee will be incapacitated for 20 or more days. The employee's medical certificate should indicate the expected time an employee will be unable to work following injury. Where this time is expected to be greater than 20 days, a return to work plan should be established immediately. (See **Appendix 2**)

Suitable Duties

Suitable duties will be made available to all injured or ill employees as far as is practicable, and within the medical guidelines provided.

If the injured employee is unable to return to his/her previous duties for the present time, the Return to Work Co-ordinator will consult with the Medical Service Provider, the Parish Priest, the Rehabilitation Provider and, should the employee choose, a union representative, on the question of suitable alternative duties. Recommendations will be sought regarding the nature of suitable alternative duties, the number of hours to be worked, the appropriate salary and conditions, and the anticipated period of employment of such duties.

However, the practicality of suitable duties will have to take into consideration a duty of care to students and a responsibility to other staff.

When the employee is declared fit to return to work, his/her entitlement to a position of the same or equivalent office will be recognised.

Occupational Health & Safety Risk Management Program

The Occupational Health and Safety procedures and guidelines currently operating within schools is in no way diminished by this policy and program and the responsibilities and duties of the Occupational Health and Safety representative remain as previous and as stated under the Occupational Health and Safety Act 1985 and guidelines distributed by the Commission.

The school in co-operation with the Occupational Health and Safety Representative will endeavour to provide advice aimed at minimising the incidence of injury. It is the responsibility of the employer, in conjunction with the designated Occupational Health and Safety Representative, to identify potential risk areas within their respective areas of responsibility and seek advice and assistance with the development of appropriate training programs and/or workplace changes.

The employer will advise the Occupational Health and Safety Representative when an injury occurs and the representative in conjunction with the Return to Work Co-ordinator will ensure that steps are taken to reduce the risk of further injury in the workplace by identifying and, as far as practicable, reducing the risk of subsequent injury of that kind. However, confidentiality for the injured employee will be maintained at all times.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Disputes

Every endeavour should be made to solve any dispute in relation to a rehabilitation program by discussion between the parties to the rehabilitation process. If there is disagreement between the parties about the rehabilitation needs of an incapacitated employee the matter should be referred to the authorised insurer. If the matter remains in dispute, the Victorian WorkCover Authority conciliation process should be used.

Policy Review

The policy and procedures of this Program will be reviewed every three (3) years.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

APPENDIX 1

Selection Criteria: Return To Work Coordinator

- Each employer will need to give careful consideration to the selection of his or her Return to Work Co-ordinator.
- The Co-ordinator should be someone already employed who has a particular interest in or responsibility for the welfare of employees and is committed to Occupational Rehabilitation of staff.
- In medium to large schools the Co-ordinator may be the Principal, Deputy Principal, Business Manager, or any other member of staff that meets the above requirements.
- In small country schools the Co-ordinator may be the Principal, the Zone Educational Consultant or any other member of Diocesan staff.
- To facilitate a particular claim an employer/employee has the freedom to request that the Diocesan Director nominate an alternate Return to Work Co-ordinator.
- The Co-ordinator will need to have the skills to communicate with all parties involved and have the full support of staff and the employer in order to design, implement and monitor specific occupational rehabilitation programs.
- The appointment of the Return to Work Co-ordinator should be reviewed every twelve months.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

RETURN TO WORK PLAN

Employer details

<input type="text"/>	Plan number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Return to work (RTW) plan prepared by	Position	Contact number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Worker details

Given name	Surname
<input type="text"/>	<input type="text"/>
Place of residence	Telephone
<input type="text"/>	<input type="text"/>
Occupation/pre-injury duties: (Attach job description if available)	Date of birth
<input type="text"/>	<input type="text"/>
	Date of injury
	<input type="text"/>
	Claim number
	<input type="text"/>
	Interpreter required!
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Language
	<input type="text"/>

Treating medical practitioner details

Name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Telephone	Fax
<input type="text"/>	<input type="text"/>
Nature of injury	
<input type="text"/>	
<input type="text"/>	

Other treating practitioners (physiotherapist etc.)

Name	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	
Telephone	Fax
<input type="text"/>	<input type="text"/>
Current treatment: (include how often attends)	
<input type="text"/>	
<input type="text"/>	

Return to work process

Medical restrictions affecting the capacity to work	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
Suitable employment offer attached?	Will you be able to offer duties?
Yes <input type="checkbox"/> No <input type="checkbox"/> If no, date this will be reviewed <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>
Will assistance for RTW or other occupational rehabilitation services be required for this worker?	Estimated date of return to work
Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="text"/>
Approved occupational rehabilitation provider (if applicable)	Unknown <input type="checkbox"/>
<input type="text"/>	Employer's signature
Telephone	<input type="text"/>
<input type="text"/>	Date
Occupational rehabilitation services	<input type="text"/>
<input type="text"/>	Worker's endorsement
	<input type="text"/>
	Date
	<input type="text"/>
	Date plan to be reviewed
	<input type="text"/>
	Date plan forwarded to
	Authorised Agent
	<input type="text"/>
	Treating Practitioner
	<input type="text"/>



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Y

OFFER OF SUITABLE EMPLOYMENT

Date Initial offer Subsequent offer, No.

This offer is made to

as part of your Return to Work Plan, and is not a new employment contract. You are requested to respond by

Return to work position

Current return to work restrictions

Return to work wages

Return to work commencement date

Work location (address)

Return to work Supervisor

Contact number

Describe the specific duties/tasks to be undertaken, including physical and other requirements of the job eg. weights, standing, sitting, performance expectations. (Provide attachments as required.)

Hours of work. (Specify start and finish eg. 9am - 5pm)

	Week Commencing	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hours per week
Week 1		am pm	am pm	am pm	am pm	am pm	am pm	am pm	
Week 2		am pm	am pm	am pm	am pm	am pm	am pm	am pm	
Week 3		am pm	am pm	am pm	am pm	am pm	am pm	am pm	
Week 4		am pm	am pm	am pm	am pm	am pm	am pm	am pm	

Other considerations eg. specify rest breaks, special equipment, occupational rehabilitation services

Employer's signature

Date

Date duties to be reviewed/revised

Worker's endorsement

Date

Treating practitioner's endorsement

Date

Date plan forwarded to

Authorised Agent

Treating Practitioner



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Contractor Procedure

St. Patrick's Primary School, as far as practicable, ensures that a contractor and its employees:

- Carry out their work in safe premises using proper and safe plant and equipment
- Employ systems of work that are safe and in which there has been adequate instruction, training and supervision

The contractor and the Principal or Principal's nominee will complete a Job Safety Analysis prior to any work beginning to alert the contractor to the rules, regulations and expectations of the school.

Contractors need to be:

- (i) Suitably experienced to perform tasks;
- (ii) In possession of all necessary licences, permits, registrations and insurance to perform the works safely and in compliance with the appropriate regulations;
- (iii) Notified of any potential hazards associated with the location or use of the area where the works are to be carried out.

St. Patrick's Primary School maintains a list of contractors who regularly undertake maintenance or improvements. They and the quality of their work are well known to us.

The duties of a contractor at a workplace are to undertake the works in a responsible and safe manner and as outlined in the scope of works, which is often a verbal agreement.

The duties of a contractor at the workplace relate only to matters over which, and the extent to which, the contractor has control or can reasonably be expected to have control at the site. Contractors may be defined as employers if they engage other Contractors to carry out some of their work.

Contractors and their Sub-contractors have a responsibility to ensure that new employees engaged by them are familiar with the school's environment.

Prior to the commencement of work the contractor shall

- Confirm with the Principal/Principal's nominee that they are in receipt of all necessary information regarding the task
- Provide a copy of their Safety Management plan (if applicable)
- Provide copies of licences and permits
- Provide copy of currency of WorkCover Certificate and public liability
- Perform a risk assessment to ensure the work place is free of hazards
- Complete a Contractor Induction Checklist

Completion of Work

Upon completion of the Contractor's work the Principal or Principal's nominee to inspect works to ensure that the site is left free from hazards and the site presents no risk of injury to any person.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Contractor:

Date:

Dear

RE: Occupational Health and Safety.

The regulations covering Occupational Health and Safety apply to this school, as with every workplace. St. Patrick's is committed in providing and maintaining a safe workplace for all employees, contractors and other personnel.

In order to comply with the various components of the Occupational Health and Safety Act (1985), St. Patrick's is introducing procedures to inform Contractors about the safety procedures in the school, and the requirements of the school to ensure that all personnel are safe at all times.

I request that upon your next visit to the school, you arrange to speak with me to discuss the impact upon the work on this site:

- Induction to this school and the safety and emergency procedures that are applicable.
- Part of this induction is a copy of the times and speeds for vehicles on our school grounds, which is included with this letter. Please be familiar with these times and speeds, and inform all your workers of these.
- Completion of a Job Safety Analysis Worksheet for the normal range of services you provide to this school. I anticipate that this will need to be completed only once, unless circumstances alter.

Included with this letter is a copy of the Job Safety Analysis Worksheet. I would appreciate it if you could complete this form on or before your next visit for work.

Yours Sincerely,

Terry Corrigan

Principal



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013



Contractor Induction Checklist

Contractor Name: _____
Position/Trade: _____
Company Name: _____
Date of Induction: _____
Person Providing the Induction: _____
Contract Supervisor: _____

		Yes	N/A	If N/A, please explain why.
1.	Welcome contractor.			
2.	Introduce Contractor to Contract Supervisor			
3.	Tour of School/Job site			
	• Location of toilets			
	• First Aid / Sick Bay			
	• Principal's Office			
	• Front Office			
	• Notice Boards			
	• Emergency Equipment			
4.	Evacuation Procedures			
	Explain:			
	• OHS Policy			
	• Accident Reporting Procedures			
	• Housekeeping Procedures			
	• Vehicle Access Procedures			
	• Security Requirements			
	• Operational requirements			

STATEMENT OF ACKNOWLEDGEMENT

All the above have been explained to me and I understand them fully.

Contractor's Signature: _____

Inductor's Signature: _____





Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Hazardous Substances Register

Product name	Location or process where product used	Is product hazardous? Y/N	Is product dangerous goods? Y/N	MSDS*		Risk assessment		Action /Comments
				Y/N	Date	Y/N	Date	
Date for review of register:								

All hazardous substances/dangerous goods must have up to date MSDS no more than five years old that state the product is hazardous or if dangerous goods provide the proper shipping name, UN number, class label, subsidiary risk for those dangerous goods.



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
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School Occupational Health & Safety Audit

Objective

The School Occupational Health & Safety Audit is designed to allow the principal, members of the school leadership team & staff to audit St. Patrick's Primary school. The audit takes in all aspects of Occupational Health & Safety, across all areas of the school. The audit allows assessment of current practices and identifies areas for improvement. It will be completed every six months.

QUESTIONNAIRE COMPLETED BY: _____

COMPLETED / /

Tick the relevant boxes

Section 1: Policy

1. Is employee health, safety or wellbeing featured in any of the following?
- ☐ School Policy
 - ☐ School Development Plan
 - ☐ Role descriptions of anyone in the administration team
 - ☐ Positions of Leadership
 - ☐ Other: (Please specify) _____

Section 2: Risk Management

Hazard identification

2. How are workplace hazards identified?
- ☐ Regular walk-through inspections
 - ☐ Regular input from staff and students
 - ☐ Visit from Victorian WorkCover Authority
 - ☐ Regular analysis of accident data
 - ☐ Other (please specify) _____

Risk control

3. How do you control identified risks?
- ☐ Document identified hazards
 - ☐ Generate possible solutions
 - ☐ Determine an action plan
 - ☐ Prepare documentation and distribute findings
 - ☐ Implement solutions
 - ☐ Review success
 - ☐ Other (please specify) _____

Incident reporting

4. How are accidents/incidents recorded in the school?
- ☐ Accident Book
 - ☐ First Aid Register
 - ☐ Other (please specify) _____

Incident investigation

5. How are accident/incident investigations conducted?
- ☐ No investigation
 - ☐ Individual or group investigation
 - ☐ Interview witnesses
 - ☐ Inspect worksite and analyse tasks
 - ☐ Prepare documentation and distribute findings

Section 3: Communication

Briefings

6. On which of the following areas is staff regularly briefed?
- ☐ Accidents in the school
 - ☐ Workplace hazards



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

- ☐ Catholic Education Office policies or guidelines on OH&S
 - ☐ New OH&S legislation and its implication in the workplace
 - ☐ OH&S roles and responsibilities.
7. What are the main ways of briefing employees regarding OH&S matters?
- ☐ Distribution of committee minutes
 - ☐ Staff meetings
 - ☐ Individual contact
 - ☐ Principal PD/staff PD
 - ☐ Regular meetings with OH&S representative(s) and other staff to discuss issue
 - ☐ Use of formal documentation
 - ☐ OH&S issues haven't arisen.
 - ☐ Other (please specify) _____

Consultation

8. Who do you consult regarding health and safety matters in the school?
- ☐ OH&S management representative
 - ☐ Employees/staff
 - ☐ School Board
 - ☐ Parents
 - ☐ Students
 - ☐ Contractors
 - ☐ Other (please specify) _____

Section 4: Staff Development

9. Please complete the list below regarding any OH&S professional development, training or induction, which employees have completed in the past three years.

Program	Employee(s) attending, eg, teachers, admin support

Induction

10. Tick the box that best describes how OH&S issues are included in the induction of new employees.
- ☐ OHS not consciously included in induction programs, employees learn about it on the job
 - ☐ OHS not an issue for most positions
 - ☐ OHS is included in induction handouts
 - ☐ OHS is included in briefings for new employees
 - ☐ New employees attend specific training programs including OHS issues

Section 5: Legislation And Supporting Material

11. Are you able to locate the school's copy of the following documents?
- ☐ The OH&S Act/Codes of Practice
 - ☐ OHS (Manual Handling) Regulations/Booklets
 - ☐ First Aid Policy
 - ☐ OHS (Issue Resolution) Regulations
 - ☐ Storage of Science Chemicals Regulations
 - ☐ School's Risk Management Procedure

Section 6: Support Systems

12. Does the School provides support for staff support in the following areas:
- ☐ New staff
 - ☐ Staff who have difficulties coping
 - ☐ Person on WorkCover
13. How do you gauge staff morale in your school?
- ☐ Using Organisational Health Questionnaire?
 - ☐ Individual Feedback
 - ☐ Small Group Feedback
 - ☐ Level of absenteeism
 - ☐ Other (please specify) _____



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

Section 7: Rehabilitation/Return to Work

13. Indicate which of the following the school currently implements:

- ☐ The school has a Return to Work Co-ordinator?
- ☐ The school has procedures for WorkCover recipients to return to work
- ☐ The school actively supports WorkCover recipients to return to work
- ☐ The school has a process that supports the employee from day one on WorkCover?
- ☐ The school regularly makes contact with the WorkCover recipient
- ☐ The school regularly contacts the rehabilitation provider?
- ☐ The school been involved in the return to work of an employee following a lost time claim during the past twelve months

Section 8: Claims management

14. Indicate if you are aware of any of the following:

- ☐ Designated School personnel regularly contact WorkCover provider
- ☐ Designated School personnel are aware of the details relating to claims procedures
- ☐ Designated School personnel are aware of premium costs
- ☐ Designated School personnel are aware factors influencing premium costs

Section 9: Documentation

15. Does the school maintain documentation? re:

- ☐ Essential Services
- ☐ Maintenance of buildings, facilities, electrical equipment, grounds and playgrounds
- ☐ Emergency Management Plan and Critical Incident Procedures

Section 10: Bus Safety

16. Does the school make the students aware of all bus safety procedures, including waiting for the bus, on the bus and exiting the bus?

- ☐ Yes
- ☐ No

Comment _____

Section 11: School Grounds

17. Are the bitumen areas of the school/college safe for all students to walk/play?

- ☐ Yes
- ☐ No

Comment _____

18. Does the school provide padding on basketball poles?

- ☐ Yes
- ☐ No

Comment _____

Section 12: Disabilities

19. Are all essential areas of the school accessible to all students, especially those with disabilities?

- ☐ Yes
- ☐ No

Comment _____

Section 13: Safety Procedures

20. Does the school have a policy of not giving 'extras' to teachers who are unqualified in a specific area such as in practical classes where safety is an issue?

- ☐ Yes
- ☐ No

Comment _____

Section 14: Contractors

21. Do you have the following procedures in place regarding the employment of contractors?

- ☐ Appropriate letter requesting completion of Job Safety Analysis Worksheet
- ☐ Sample Job Safety Analysis Worksheets



Occupational Health and Safety Policy

Policy Code: FFR-OH&SP
To be Reviewed: 2016
Ratified: August 2013

- ☐ Competent Contractor Selection Questionnaire
- ☐ Contractor Induction Checklist
- ☐ Competent Contractor List
- ☐ Competent Contractor Action Plan

Section 15: Specialist Areas

22. Do you have Hazard Identification and Risk Control measures in place in the following areas?

- ☐ The Arts
- ☐ Science
- ☐ Physical Education
- ☐ Camps and Excursions
- ☐ The Canteen

Principal Signature: _____

School Board Chair Signature: _____