

RISK MANAGEMENT

POLICY

Rationale:

- All schools need to work towards meeting the safety needs of their respective communities as effectively as possible. A systematic process of evaluation will provide information on which to base plans for improvement, by reducing risk factors for accidents.

Aims:

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To create a team approach to risk management and safety issues within our school.
- To prevent accident, injuries and disease in the workplace.

Implementation:

- Occupational Health and Safety (OHS) is a shared responsibility of the School Council and all staff.
- An OHS committee will be established and it will meet at least monthly consistent with an OHS committee Charter that it develops. An OHS Representative (OHSR) will be elected by staff. The OHSR and the principal will be key members of the OHS committee.
- The OHS committee in consultation with staff will create a work place appropriate OHS Risk Register which will identify, locate and describe potential workplace hazards and rate the inherent risks associated with each hazard.
- The OHS committee will refer to the hierarchy of controls (eliminate, substitute, isolate, engineering, administration, personal protective equipment) and establish a series of controls that eliminate or effectively minimise and manage the risk associated with each potential hazard.
- The OHS Risk Register will detail the controls that are to be implemented as well as a schedule indicating implementation timelines for each proposed control.
- The school will maintain an up to date Hazardous Substances and Dangerous Goods (Chemicals) Register for all existing and introduced hazardous or dangerous substances accompanied by Material Safety Data Sheets for each substance.
- The school will engage a competent person to perform a hazardous building materials report. The report will be communicated to the OHS committee, employees and contractors commissioned to work at the school. All reported hazardous building materials will be entered on the OHS Hazardous Building Materials Register including details of the recommended controls.
- DEECD Infrastructure conducts a program of regular asbestos auditing in DEECD workplaces. Each school (other than Greenfield sites) will have a copy of the division 5 audit report. Schools can access their report by going to <https://www.eduweb.vic.gov.au/PRMSaudit/Search.asp> If our school is found to contain asbestos we will complete an Asbestos Management Plan, and the principal will assume the role of the Asbestos coordinator.
- The school will engage a competent person to conduct an annual electrical safety audit and test and tag all items of electrical equipment as required. All electrical equipment plus their 'test and tag' status will be registered on an Electrical Equipment Register available online to all staff.
- The OHS committee will establish and conduct an annual OHS activities calendar of mandated and situational OH&S requirements including communication of OHS policy with staff, walk-through

audits, workplace and first aid inspections, policy and first aid reviews, emergency drills, electrical tag and testing programs, reviews of the OHS Risk Register, training programs etc.

- The OHS committee will, in consultation with employees, use the OHS Activities Calendar to schedule and conduct regular workplace inspections of all areas of the workplace using appropriate Workplace Inspection Checklists. Workplace inspections will also be regularly completed for each specific hazard identified in the OHS Risk Register.
- Any OHS committee members who become aware of potential risks resulting from a workplace inspection or any other means, will complete a Hazard Management Form to identify and detail hazards which will then be considered by the committee to become part of the OHS Risk Register.
- The OHS committee will ensure staff potentially involved in tasks with an inherent high or extreme risk as identified on the OHS Risk Register are sufficiently trained and assessed as competent in appropriate Safe Work Procedures and Permit to Work applications. Contractors will be required to provide Safe Work Method Statements to the principal before commencing any work that is potentially hazardous.
- The OHS committee will ensure the OHS Risk Register is kept up to date, reflects the phased introduction of hazard controls, reflects changes in the workplace, is communicated to staff, contractors, visitors or volunteers as appropriate, and is reviewed consistent with the OHS Activities Calendar.
- School Council will provide sufficient funds over time to ensure that the control measures (including training) as identified in the OHS Risk Register are implemented.

- The principal should seek advice from the OHS Advisory Service on **1300 074 715** for information regarding any areas in concern.

Evaluation:

- An annual Occupational Health and Safety review will be conducted by the appointed OHSR in consultation with the principal and nominees from the OHS committee or after any serious incident or near miss.
- The outcomes of this review will be placed on the OHS notice board and will be included within the Buildings and Grounds committee's report to School Council and the community.
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on....

Insert Date