

## Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	<b>Occupational Health and Safety</b>
Responsible person	Business Services Manager (BSM) & OH&S Team, Board of Governance
Staff involved	All
Review dates	2020
Related documents	<p><b>Legislation:</b> Occupational Health &amp; Safety Act 2004 (Vic), Occupational Health &amp; Safety Regulations 2017 (VIC), Crimes Amendment (Bullying) Act 2011 (Vic), Charter of Human Rights and Responsibilities Act 2006, Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic)</p> <p><b>Policies:</b> Manual Handling Policy &amp; Procedure, Accident and First Aid Policy and Procedure, Health Policy and Procedure, Smoke Free Environment Policy, Cyberbullying Policy &amp; Procedure, Harassment, Discrimination, Victimization &amp; Bullying Policy &amp; Procedure, Student Well-being &amp; Duty of Care in VCAL Policy &amp; Procedure (includes students under-18), Excursions Policy &amp; Procedure, Critical Incident and Emergency Management Policy &amp; Procedure, Conflict Resolution Policy &amp; Procedure, Disciplinary Action and Termination of Employment Policy and Procedure, SunSmart Policy and Procedure</p> <p><b>Other:</b> Sign in Books, Emergency Practice Evacuation ‘Observer’ Record, Emergency Management Plan, Victorian OHS Compliance Framework Handbook, Inspection Checklist, Site Action Plan, Chart of Incident Controllers, Chart of OH&amp;S Team, <del>OHS Site Reps</del> and First Aid officers</p>

### Policy Context

Wyndham Community and Education Centre Inc. (Wyndham CEC) is committed to ensuring the health, safety and welfare of all stakeholders and to providing a safe and acceptable healthy environment consistent with the provisions of the Occupational Health and Safety Act 2004 and any updates.

It is the aim of Wyndham CEC to minimise the risk of injury or harm to employees, students, volunteers, members, Board of Governance (Board) and users of the service. Wyndham CEC will do this by adopting a planned and systematic approach to the management of occupational health, safety and welfare and to providing the resources for its successful implementation throughout the organisation.

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 1/2/19 and supersedes all previous versions.

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## Policy

### Responsibilities:

#### 1. Wyndham Community and Education Centre Inc. Board of Governance

The Board will ensure that:

- A safe working and learning environment and, safe systems of work are provided at Wyndham CEC
- Health & safety policies, procedures and systems are developed and implemented according to Acts and Regulations governing Occupational Health and Safety and Workers Compensation and Rehabilitation
- Equipment is safe and fit for the purposes for which it is intended to be used
- Sufficient resources are allocated to implement the OH&S policy, procedures and activities and ensure that appropriate measures are in place to assist persons with limited English language or literacy levels

#### 2. OH&S Team

Wyndham CEC has an OH&S Team that meets regularly to oversee all OH&S matters at Wyndham CEC. The Wyndham CEC OH&S team consists of elected Health and Safety Representatives (HSRs) for each Designated Working Group (DWG), management representatives, first aid officer, child safety officer and facilities management representative.

Wyndham CEC consists of three DWGs and is represented by the following members:

#### **4 Synnot St, Werribee**

Jenelle Basiaco (HSR)

#### **20 Synnot St, Werribee and 106 Duncans Rd, Werribee**

Jaicy Kumar (management)

George Mimigiannis (management)

Lesley Nallawalla (first aid and child safety officer)

Valeska Zuniga-Chondo (management)

Katherine Braithwaite (HSR)

Hsar Pweh Moo Hsar (facilities management)

#### **Barwon region (Steampacket House, Corio Village Shopping Centre and Hendy St)**

Ruth Hill

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The OH&S team ensures:

- regular OH&S team meetings are held
- mechanisms are provided to monitor and report on Health & Safety performance through OH&S audits conducted under the direction of the Business Services Manager in conjunction with HSRs
- a dedicated OH&S email reporting account
- Accidents and incidents are investigated and rectified and appropriate control measures are put in place to prevent re-occurrence
- all Wyndham CEC staff are informed of relevant OH&S matters
- Regular organised hazard inspections of worksites, stations, appliances and equipment and responds to potential hazards which may affect health & safety
- Provision of adequate safety information and training for HSRs
- The identification and control of hazards through the OH&S team
- The Business Services Manager is assisted to resolve occupational health and safety issues and disputes at the work place
- Input into Wyndham CEC's Risk Plan
- Input into Wyndham CEC's Critical Incident & Emergency management Policy and Procedure and the annual DET Emergency Management Plan

### **3. Senior Management Team (CFO, COO & CEO)**

- ensures OH&S policies and procedures are developed, reviewed and implemented to enable the effective management and minimisation of risks to health and safety
- ensures staff & volunteers have the necessary knowledge from induction, service unit meetings, memos and staff appraisals to effectively carry out their responsibilities
- ensures robust communication and feedback mechanisms
- ensures effective consultation by persons or their representatives on proposals for, or changes to, the workplace, work practices, or policies and procedures which affect the OH&S of Wyndham CEC persons (Please refer to Procedures section on Reporting)
- ensures accidents/incidents are investigated and rectified including putting appropriate control measures in place to prevent a recurrence
- ensures dissemination and enforcement of Wyndham CEC OH&S policies and procedures
- ensure OH&S is a standard agenda item on service unit meeting agendas

### **4. Business Services Manager**

- ensures the OH&S team conducts regular meetings
- ensures **HSRs** participate in organised hazard inspections of worksites, stations, appliances and equipment
- ensures potential hazards which may affect the health & safety of persons are responded to promptly
- works closely with the OH&S team to ensure provision of adequate safety information and training for HSRs

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- responds immediately upon receiving notification of notifiable work related injuries, or dangerous occurrences and reports immediately to the CFO / work cover as required
- works with the CFO to resolve occupational health and safety issues and disputes at the work place and keeps the management of injured employees and their rehabilitation under review
- assists the CFO with the return to work and rehabilitation of injured persons

### **5. Staff and Others**

Staff are responsible for:

- taking reasonable care to protect their own safety and that of others at Wyndham CEC
- following OH&S policies and procedures
- identifying, assessing and controlling hazards in their work area and ensuring hazards are brought to the attention of HSRs or OH&S team and, if safe to do so, immediately removing the hazard
- promoting safety awareness by setting a good example
- being aware of correct manual handling techniques
- ensuring that students or clients under their care follow all OH&S related policies and procedures as specified in the *Policy* section of this document
- actively participating in planning and implementing any rehabilitation program if injured and abiding by any agreed medical constraints

All other persons are responsible for:

- taking reasonable care to protect their own safety and that of others at Wyndham CEC
- reporting any accident, incident, hazard or injury which arises in the course of their duties, immediately or as soon as practicable
- obeying any reasonable instruction in relation to Health & Safety at work
- complying with Wyndham CEC approved health and safety policies and procedures
- keeping work areas in a safe condition
- ensuring that they are not, by the consumption of alcohol or other drugs, in a state as to endanger their safety or that of others
- participating in Occupational Health & Safety discussions and supporting appropriate consultative mechanisms
- actively participating in planning and implementing any rehabilitation program if injured and abiding by any agreed medical constraints

Visitors are required to comply with all instructions that may be issued to them on health and safety matters.

Individuals or groups using a Wyndham CEC venue will be provided with information including procedures for entering and exiting the building and emergency procedures. This documentation must be signed by the individual to show that they have read and understood the contents.

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### Procedures

#### 1. OH&S Team

The OH&S Team meets regularly to address OH&S issues, schedule practice evacuations and a site inspection schedule

The OH&S team will table the above items for discussion, review and, as required, for resolution. Members of the OH&S Team will communicate information from these meetings to HSRs and create a Site Action Plan for each of Wyndham CEC's sites as required.

HSRs are elected by members of the DWG they are representing. The term of office for an elected HSR is two years, at the end of which they are eligible to nominate again for another term.

#### 2. Wyndham CEC site OH&S audits

The OH&S team are to develop an audit schedule for all Wyndham CEC's sites at least once per term. The HSRs will conduct the audits as per the schedule

#### 3. Site practice evacuation & lockdown

The OH&S team is also responsible for developing a schedule of practice site evacuations/lockdowns for each site and for implementing this schedule

Detailed information on practice procedures at Wyndham CEC can be found in our *Critical Incident and Emergency Management Policy & Procedure*.

#### 4. Reporting

Several mechanisms are in place to allow effective reporting and prompt follow-up of critical OH&S items.

#### **OH&S email reporting:**

- an email address has been setup for staff to report all OH&S issues [ohs@wyndhamcec.org.au](mailto:ohs@wyndhamcec.org.au)
- the BSM is responsible for checking and responding to these emails or delegating to a member of OHS team.
- if the Business Services Manager is unavailable the report is to be raised with the CFO
- all email reports are to be taken seriously
- all OH&S team members have access to this email box
- if an email report is critical, follow-up and resolution must be immediate
- if an email report is not critical the item will be tabled for discussion and resolution at the next OH&S team meeting

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### **OH&S Reporting Book:**

- any items reported to the OH&S email must also be recorded in the OH&S Reporting Book

### **Direct telephone contact:**

- at induction, all staff will be supplied with telephone numbers for Wyndham CEC's head office and the Business Services Manager
- staff should report any critical OH&S issues directly to the Business Services Manager immediately (this is quicker than emailing)
- if the Business Services Manager is unavailable the issue must be reported to the CFO
- after reporting a critical item a report must also be made to the OH&S email

### **Volunteer reporting:**

- at induction all volunteers are to be supplied with telephone contact information for Wyndham CEC's head office
- volunteers are encouraged to report any OH&S issues directly to the supervising staff member, or directly to a member of the Business Services Unit by calling the main office.

### **Student, client & visitor reporting:**

- students, clients & visitors are to report any identified OH&S issue directly to their teacher, trainer or other Wyndham CEC staff member
- students, clients & visitors at Wyndham CEC are informed at induction on how to report an issue to their teacher or trainer
- teachers/ trainers should follow the correct procedure for reporting the OH&S issue as outlined above

### **General**

To ensure the health, safety and welfare of all employees and to provide a safe and acceptable healthy environment for all participants, the following are in place:

- OH&S is a permanent agenda item on all senior management meetings
- Memos are sent out to all staff regarding current OHS issues as required
- OH&S Policy and Procedure are to be given to staff at induction
- Updates to the OH&S Policy & Procedure and related documents are distributed to staff via their manager

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- Safety signs (as below) are placed throughout the workplace



### **Breaches of the policy**

Any breach of this policy and procedure may result in counselling or disciplinary action including the possibility of dismissal depending on the seriousness of the breach.

Breaches by contractors may result in cancellation of their contract or services.

Breaches by clients or students may result on being exited from the program/ activity.