



OCCUPATIONAL HEALTH AND SAFETY POLICY

1. Contents

2.	Vision Statement	1
3.	Rationale.....	2
4.	Definition	2
5.	Policy Statement.....	2
6.	Guiding Principles	2
7.	Procedures.....	3
8.	Responsibilities	3
9.	Legal References.....	4
10.	Related Policies.....	4
11.	Appendices	4
12.	Document Review.....	4

2. Vision Statement

St Brigid's College commits our community to being a child-safe, nurturing and learning environment within the Catholic and Brigidine traditions, where each of us grows to a personal fullness of faith and life.

3. Rationale

At St Brigid's College, we believe that the health and safety of all students, parents and employees within the school community is vital to the successful functioning of our school and is the responsibility of the management and employees

4. Definition

Act - the Occupational Health and Safety Act 1985

Health and Safety Representative (HSR) – a representative of St Brigid's College who has been elected, in accordance with section 30 of the Occupational Health and Safety Act 1985, by employees at the College.

Management Representative – the Principal of St Brigid's College, or nominee.

5. Policy Statement

The work environment at St Brigid's College will be maintained in such a manner so as to minimize risk of injury and provide a safe work environment for all members of the College community.

6. Guiding Principles

Management will:

- Maintain the workplace in a safe and healthy condition and identify any unsafe or unhealthy condition or behaviour
- Provide and maintain safe equipment
- Make and monitor arrangements for the safe use, handling, storage and transport of equipment and substances
- Provide adequate facilities to protect the welfare of all employees, students and community
- Provide information, training and supervision for all employees enabling them to work in a safe and healthy manner
- Identify hazards, assess risk and implement control strategies to minimize risk of injury to people and property
- Delegate a member of staff to be responsible for the implementation and monitoring of safety procedures and encourage consultation in addressing issues
- Have a duty to keep up to date with current guidelines on Occupational Health and Safety as decreed by Government bodies and ensure their implementation.
- Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

Employees have a duty to:

- Take care of their own health and safety and that of others in the workplace
- Identify any unsafe or unhealthy condition or behaviour
- Exercise caution within the workplace at all times
- Keep up to date with current guidelines on Occupational Health and Safety as decreed by Government bodies and cooperate in their implementation.
- Abide by policies and procedures of the employer

7. Procedures

To ensure the policy can be implemented the Management will, in collaboration with staff:

- Conduct a regular audit of OH&S practices and procedures
- Establish grievance procedures
- Establish procedures for regular maintenance of:
 - Buildings
 - Grounds and playgrounds
 - Specialist facilities
 - Electrical equipment
- Ensure regular Essential Services inspections
- Delegate a member of Staff as the Occupational Health and Safety Officer
- Develop a process to identify hazards and control risk in relation to:
 - Manual handling
 - Slips, Trips and Falls
 - Noise
 - Hazardous substances
 - Return to Work
 - Employment of Contractors
 - Ergonomics
 - Radiation
- Develop “Emergency Management Plan”
- Ensure regular evacuation drills
- Organise relevant Professional Development for staff

Employees will take an active role in:

- Practices that demonstrate care for their own health and that of others
- Identification of any unsafe or unhealthy condition or behaviour
- Establishing/maintaining safe practices within the workplace
- Participate in relevant professional development
- Designing and implementing procedures for maintenance, hazard identification and risk control.

8. Responsibilities

All staff at St Brigid’s College are responsible for implementing and maintaining a safe work environment.

HEALTH AND SAFETY ASSISTANCE

Competent people have been appointed to assist this school in meeting its health and safety obligations. These people have sufficient knowledge and information to ensure that statutory provisions are met and that the health and safety policy is being adhered to.

The job titles, names, locations and contact details of these people are listed below:

Health and Safety Officer

Name: Mrs. Sharon Fedke
Location: St Brigid's College
Contact: Phone: (03) 53823545 email: sfedke@stbc.vic.edu.au

First Aid Coordinator

Name: Ms Maree Becker
Location: St Brigid's College (Front Office)
Contact: Phone: (03) 53823545 email: mbecker@stbc.vic.edu.au

9. Legal References

Federal and relevant State laws bind the School and its employees. A breach of this policy may result in the School and/or its employees breaching any one of the following pieces of legislation:

Occupational Health and Safety Act 1985

Note: This is not an exhaustive list of the relevant legislation.

10. Related Policies

- Account ability Guidelines for Agreed Systems of Work
- Anaphylaxis Management Policy
- Discipline policy and Guidelines
- Drug & Alcohol Policy
- First Aid Policy
- Grievance Policy
- Needle Stick Sharp & Splash Incident Policy
- Overseas Lote Excursion Policy
- Sunsmart Policy
- Working Alone Policy
- Workplace – No Bullying Policy

11. Appendices

- 1 Occupational Rehabilitation and Risk Management Program
- 2 Form - Return to Work Plan
- 3 Form - Offer of Suitable Employment

12. Document Review

Prepared: Jan 2010	Date	Comment
Updated:	Apr 2017	Layout updated in line with Policy template.
Updated:		
Updated:		
Due for Review:	March 2021	



OCCUPATIONAL REHABILITATION AND RISK MANAGEMENT PROGRAM

A. POLICY STATEMENT

The health and welfare of all employees at St Brigid's College 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 employees' occupational rehabilitation program will be developed individually, and on a confidential basis, with the employees concerned.

We have appointed the Business Manager as our Return to Work Co-ordinator, and Duty Doctor, Lister House Clinic as our Medical Services Provider and Rehabilitation Day Centre at Wimmera Base Hospital as our nominated approved Occupational Rehabilitation Providers.

B. POLICY GUIDELINES

i. 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.

ii. Employee Commitments.

- 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 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 school's Return to Work Co-ordinator in relation to a rehabilitation program.

1. CONSULTATION WITH EMPLOYEES

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 and Risk Management.

2. WORKCOVER AUTHORISED INSURER

The WorkCover Insurer for St Brigid's College is Gallagher Bassett Workers Compensation Services, Locked bag 3570, GPO Melbourne VIC 3001 Ph: 1800 774 377

3. RETURN TO WORK CO-ORDINATOR

The Business Manager has been appointed as the Return to Work Co-ordinator for St Brigid's College.

The role of the Co-ordinator includes the following:

- Assist injured employees to remain at work wherever practicable or 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 services.

4. MEDICAL SERVICES PROVIDER

The preferred medical provider for St Brigid's College is Lister House Clinic, telephone (03) 5382 0011. The Medico of this clinic is Duty Doctor who is experienced in occupational medicine and injuries, and is familiar with the workplace here at St Brigid's College.

The Duty Doctor and the clinic's role is to treat and assess injured employees.

PLEASE NOTE: An injured employee may choose to see their own doctor and this choice is respected.

5. 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 following Occupational Rehabilitation Providers have been nominated as our preferred Occupational Rehabilitation Providers:

Name: Rehabilitation Day Centre, Wimmera Base Hospital

Address: Baillie Street, Horsham, Vic. 3400

Contact Person: Duty Officer

Telephone No.: (03) 5381 9111

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.

6. 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 Front Office.

7. TREATMENT

Initial treatment is available from our First Aid Officer: Ms. Maree Becker.

If further treatment is required, an injured employee will be referred to Duty Doctor at Lister House Clinic. An injured employee may choose to see their own doctor and this choice is respected.

8. 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. If this time is expected to be greater than 20 days, a return to work plan should be established immediately. (See Appendix 2).

9. 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 Employer, the Medical Service Provider, the Employee, and 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. Where a suitable employment offer can be made, the appropriate form is attached. (See Appendix 3).

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.

10. OCCUPATIONAL HEALTH AND 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.

11. DISPUTES

Every endeavour should be made to solve any disputes 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.

12. REVIEW

This Occupational Rehabilitation Policy and Risk Management Program and all of its contents came into effect on 27th January 2004, and will be reviewed periodically as part of the Occupational Health and Safety Policy.



RETURN TO WORK PLAN

Employer details

	Plan number	Date
Return to work (RTW) plan prepared by	Position	Contact number

Employee details

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

Treating medical practitioner details

Other treating practitioners (Physio. etc)

Name		Name	
Address		Address	
Telephone	Fax	Telephone	Fax
Nature of injury		Current treatment: (include how often attends)	

Return to work process

Medical restrictions affecting the capacity to work

Suitable employment offer attached?		Will you be able to offer duties?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, date of review	
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"/>	Unknown	
Approved occupational rehabilitation provider (if applicable)		Employer's signature	Date
		Employee's endorsement	Date
Telephone		Date plan to be reviewed	
Occupational rehabilitation services		Date plan forwarded to	
		Authorised Agent	
		Treating Practitioner	



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.)

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

Other consideration eg. Specify rest breaks, special equipment, occupational rehabilitation services

Employer's signature	Date	Date duties to be reviewed/revised

Employee's endorsement	Date

Treating Practitioner's endorsement	Date	Date plan forwarded to
		Authorised Agent
		Treating Practitioner