



# The Japanese School of Melbourne

## Occupational Health, Safety and Wellbeing Management in Schools Policy

If you need help to understand this policy, please contact school office on 0395281978.

### Purpose

Japanese School of Melbourne (JSM) is committed to ensuring the safety, health and wellbeing of its employees, students, volunteers and visitors through the provision of a safe workplace.

### Guidelines

JSM :

- values its people and recognises that health and safety is integral to achieving a high level of educational and work performance outcomes
- is legally and morally committed to providing employees, students, volunteers and visitors with a healthy and safe working and learning environment
- will insofar as is reasonably practicable, take action to improve and promote Occupational Health and Safety (OHS) to prevent workplace injuries and illnesses within the School's environment.

In the promotion of a safe workplace, the school will:

- consult with staff, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- identify and reduce OHS risks through a documented process of hazard identification, assessment, implementation and review of control processes once a year
- aware and respond to new and existing hazards raised within a reasonable timeframe and communicate with the relevant staff members
- comply with relevant legislation (See Related legislation in this document) and guidelines relating to OHS
- monitor, report and respond to OHS performance outcomes to drive continuous improvement
- allocate adequate resources to maintain a healthy, safe and supportive workplace
- provide appropriate OHS information and training for all staff in order to provide a safe and supportive workplace and to meet the school's legislative obligations
- report and investigate incidents where appropriate, and act to prevent reoccurrence.

In the promotion of a safe workplace, employees, volunteers, visitors and contractors are required to

- take reasonable care for their own OHS and act in a manner that does not put others at risk
- actively contribute to identifying, reporting to principal and reducing OHS hazards and risks
- cease the associated activity, and isolate the hazard (Where possible and safe to do so) where there is unreasonable risk identified

## **Contractors working on-site**

Contractors must sign in and be inducted so that they understand the school's OHS policies and procedures and their impact on the work to be carried out. As a part of their induction, they must include required Risk Management Documentation prior to beginning works and give evidence of their insurance cover and ability to complete the work required in a safe manner. They must report any hazards or accidents and comply with our code of conduct. Failure to comply or observe a direction of the school will be considered a breach of the contract and sufficient grounds for termination of the contract.

## **Visitors and volunteers on-site**

Visitors and volunteers must comply with the school's OHS policies and procedures, taking reasonable steps to keep themselves and others safe. They must report any hazards or accidents. Failure to comply or observe a direction of the school, will result in the visitor or volunteer being asked to leave the school grounds.

## **First aid and infection control**

It is important to identify first aid requirements and implement appropriate arrangements to ensure all injured people get immediate and adequate treatment for injuries and illness. All incidents are recorded by the school and families are notified.

## **OHS consultation and communication**

Occupational Health and Safety information is regularly communicated and employees are consulted on issues and allowed to contribute to decisions that may impact on their health and safety.

## **OHS hazard management procedure**

In order to successfully manage OHS hazards, the school follow the following process.

- Caretaker is monitoring risks in a school everyday
- All staff also conduct monthly inspections using check list for their responsible areas
- Identify health and safety hazards
- Assess any risks associated with the hazards
- Control the hazards
- Principal and administration manager reviews controls to ensure they remain effective monthly
- Record all the risks in a risk assessment form.

OHS hazard management requires the school to take suitable action in all situations in which a reasonable person could foresee a risk that may cause a hazard in the workplace.

## **OHS induction and training**

- Training starts at induction when an employee or contractor commence work. Every role within the school has specific OHS responsibilities, each requiring particular levels of competency. The provision of adequate information, instruction and training in a structured and timely manner will ensure employees and contractors understand their health and safety obligations and that they are competent to perform tasks associated with their roles safely.
- To engage staff members as part of an ongoing commitment to OHS training, time shall be set aside at staff meetings at least once per term.

## OHS purchasing controls

To ensure that new risks are not brought into the workplace, the school must make certain that any new equipment, plant, chemicals or products are safe at the point of purchase. Any risks associated with new equipment, plant, chemicals or products must be understood and controlled before they are introduced into the workplace. This responsibility is shared in conjunction with the principal and administration manager.

## OHS Risk Management

The school must ensure OHS hazards in the workplace are routinely identified, in consultation with relevant persons, including reviewing existing OHS hazards and new hazards and new hazards that may be introduced when work practices, substances or premises change.

## Reporting an injury, incident or hazard

All incidents, injuries or hazards which occur whilst a person is engaged in an activity approved by the school must be reported to the principal.

## Workers' compensation and return to work

The Victorian WorkCover Authority (VWA) is responsible for administering the Victorian Workers' Compensation Scheme. The legislative basis for the Workers' Compensation Scheme is the Workplace Injury Rehabilitation and Compensation Act (WIRCA) 2013.

The Workers' Compensation Scheme is a 'no fault' work related injury compensation scheme. This means that a worker's entitlement to compensation is not a question of who was responsible for the injury, but is determined by whether the injury was employment related, according to the provisions of the WIRCA 2013.

The key objective of the scheme is to ensure that the social and economic costs of workplace injuries and illnesses are minimised by:

- Improving the health and safety of people at work and the rehabilitation of injured employees
- Ensuring that injured employees receive appropriate entitlements as compensation for workplace injuries
- Ensuring that employers provide suitable employment for employees who have been injured at work
- Ensuring employers contribute equitably to the costs of the scheme through the payment of Workers' Compensation premiums

In the case of an employee seeking compensation, the following agencies may be contacted by either the school or the employee:

### **Victorian WorkCover Authority**

Level 24, 222 Exhibition Street

Melbourne, VIC 3000

Telephone: (03) 9641 1555

Website: <https://www.worksafe.vic.gov.au/>

## Employee safety and support services

The school is committed to maintaining a safe working environment. Employees have access to a range of support services.

WorkSafe Victoria

1 Malop Street

Geelong, VIC 3220

Telephone: 1800 136 089

Website: [WorkSafe Victoria](https://www.worksafe.vic.gov.au/)

## Medical Advisory Service

The Medical Advisory Service is a free of charge telephone and email advisory service for principals and managers provided by a team of occupational health professionals who are familiar with DET's human resource management policies, employee health obligations and the operational requirements of schools.

The service provides advice to principals and managers on the management of employees experiencing (psychological and physical) health related difficulties that impact on their ability to perform the duties associated with their employment.

The service can also assist in the arrangement of independent medical examinations by appropriate medical practitioners.

InjuryNET

Telephone: 1300 031 057

Email: [DET@injury.net.com.au](mailto:DET@injury.net.com.au)

## Related legislation

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2007

Australian and Standard Risk Management Principles and Guidelines AS/AZS ISO 31000:2009

Victorian Government Risk Management Framework 2011

Working with Children Act 2005

Working with Children Regulations 2006

Victorian WorkCover Authority (VWA), Duties of Contractors, May 2005

VWA, New Safety Rules for Construction Work, May 2005

Victorian WorkCover Authority Compliance Code – First Aid in the Workplace

The Blue Book – Guidelines for the Control of Infectious Diseases, Department of Health Victoria

Dangerous Goods Act 1985

Dangerous Goods (Storage and Handling) Regulations 2012

Workplace Injury Rehabilitation and Compensation Act (WIRCA) 2013

The Blue Book Guidelines for Control of Infectious Diseases, Department of Health Victoria

## Related policies and procedures

- [Medication Policy](#)
- [Anaphylaxis Policy](#)
- [Bullying Prevention Policy](#)
- [Sunsmart Policy](#)
- [Child Safety and Wellbeing Policy](#)

## Approval

<b>Created date</b>	November 2024
<b>Consultation</b>	Staff, School board
<b>Endorsed by</b>	School Board
<b>Endorsed on</b>	November 2024
<b>Next review date</b>	November 2026

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.