

Health and Safety Policy

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have been disengaged or are at risk of disengaging from education. The College is committed to supporting students to reach their individual personal, social and educational potential.

The College is committed to working with all stakeholders to ensure the health, safety and welfare of all college staff and students, and to provide a safe and acceptable healthy environment for all students, protecting them from injury and ill health by complying with all relevant safety legislation, and consistent with the provisions of the *Occupational Health and Safety Act 2004* in Victoria.

2. Purpose

The purpose of this policy is to communicate how the College ensures the health and safety of staff, students and visitors to the College.

3. Scope

This policy applies to College staff, students, parents/guardians, volunteers, contractors and visitors to the College.

4. Definitions

Staff	Includes all teaching and non-teaching staff
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5. Policy

The College commits to the following health and safety objectives:

- active involvement and commitment of staff and volunteers to health and safety at all levels in the school;
- active involvement and encouragement of students to participate and raise health and safety concerns;
- strive to prevent accident and disease through the identification, removal and control of hazards;
- investigate and report all accidents and dangerous incidents;

- participate and consult with college staff and students on safety matters of significance;
- provide first aid and emergency procedures;
- at least one staff member with Level 2 First Aid; and,
- provide information, training and supervision as necessary for safety of all.

The College has a COVID-19 Management Plan which is reviewed regularly by the Principal and made available to all College staff, students, parents/guardians, volunteers, contractors and visitors.

5.1 Responsibilities

Health and Safety at the College is a shared responsibility and all staff, volunteers and visitors to the school are required to cooperate to ensure all health and safety procedures are followed.

The following areas of responsibility are essential to the success of this policy.

Principal, Health and Safety (HS) Representative and the Health and Safety (HS) Committee.

The Principal, the HS Representative and the HS Committee will demonstrate commitment to health and safety by:

- facilitating the integration of health and safety into the school environment;
- implementing health and safety procedures and programs;
- allocating health and safety responsibilities and ensuring mechanisms for accountability are in place;
- encouraging staff and volunteers to undertake relevant professional development aligning with health and safety on an annual basis;
- being responsible for the health and safety of all persons working and studying in any operation under their control;
- giving suitable consideration to the health and safety hazards related to plant, equipment or furniture prior to purchase and on receipt of the item, the item is checked for conformance with any specifications set out at the time of purchase;
- ensuring 'student voice' where students are able to raise concern of health and safety to their teachers and/or principal;
- ensuring that supervisors are provided with necessary instruction, training and resources to implement the policy and hold them accountable to do so; and
- ensuring injuries and accidents sustained in the college are fully documented and that corrective and preventative action is put into place to prevent reoccurrence.

Health and Safety (HS) Committee

The HS Committee membership is comprised of the Facilities Manager, the Principal and the HS Representative. The committee meets at a minimum four times each year and minutes are made available to the School Council Board and College staff.

The HS Committee facilitates cooperation between school leadership, staff and volunteers to bring about safer learning environments by initiating, developing, carrying out and reviewing HS measures, standards, rules and procedures for the College.

Health and Safety (HS) Representative

The College Administration Officer is appointed as the HS Representative.

The HS Representative has a range of powers that may be exercised in undertaking their role. The HS Representative shall:

- represent all staff and volunteers located at the site on matters of HS;
- where appropriate attend training approved or conducted by Worksafe;
- inspect the college and complete inspection checklist;
- submit incident or hazard reports to the HS committee;
- accompany a Worksafe inspector during an inspection of the school;
- have access to information about actual or potential hazards and the health and safety of staff members;
- wherever necessary, seek the assistance of any person with HS knowledge;
- act on HS matters that affect staff members, students and volunteers; and
- direct other staff, volunteers and students to cease work after consulting another relevant health and safety representative or Principal if there is an immediate threat to health or safety.

Staff/volunteer responsibilities

Staff and volunteers will:

- work in a healthy and safe manner following workplace safety policies and procedures;
- take reasonable care for the health and safety of others;
- co-operate with any health, safety or welfare requirement;
- report accidents, incidents and mishaps, hazards and injuries or ill health caused by work to their supervisor, another management person, or the HS Representative;
- not misuse safety equipment;

- not approve or participate in the supply or drinking of alcohol or other recreational or non-prescriptive drugs by students during school or any college related activity;
- not consume alcohol during work hours/onsite/school day;
- staff and students are not be intoxicated or affected by drugs or alcohol or be in such a state of ill health that they cannot competently undertake the duties required of the position;
- follow all safety rules, procedures and instructions of the principal or delegate; and,
- carry out HS responsibilities with regard to students.

Responsibilities in regard to students

The College will ensure that:

- all health and safety rules are adhered to;
- students comply with the health safety policy, procedures and programs of the College and observe directions on health and safety from staff;
- facilities and equipment that are used or may be used by students are in good condition and working order;
- the environment meets legal and community standards of acceptance, especially in regard to noise control, smoke-free environment and cleanliness;
- information on relevant health and safety issues is distributed and explained to students.
- students take reasonable care for the health and safety of others;
- students will be encouraged to actively take steps in identifying hazards which could cause harm to any other student or staff; and
- students will be encouraged to report any hazards to a teacher who has the authority to take prompt action to control the hazards or report them to the HS Representative or the Principal.

Responsibilities in regard to visitors

The College will endeavour to ensure that:

- persons visiting the school report to reception to be issued a visitor pass;
- visitors are supervised;
- basic emergency procedures are clearly marked throughout the school; and,
- visitors are appropriately attired for the activity that they are involved in.

Responsibilities in regard to contractors

The College will ensure that:

- on entry to the site, contractors must report to reception to be issued a contractor's pass;
- contractors provide evidence of their public liability insurance and work cover insurance annually;
- contractors provide evidence of a current working with children check upon engagement of services;
- contractors conduct a risk assessment in consultation with the facilities manager before commencing work;
- contractors participate in a safety induction relevant to the site before commencing any work; and,
- contractors observed to be performing unsafe work practices will be requested to address the concern or cease the activity.

6. Communication

This Health and Safety Policy is available in the College staff drive and the school management system, Compass.

7. Associated documents and legislation

Associated policies and procedures	Student Wellbeing and Engagement Policy Duty of Care Policy Child Safety Policy
Other associated documents Internal	Health and Safety Procedure Storing and Handling Dangerous Goods and Hazardous Substances Bus Management Information System
Relevant legislation	<i>Education and Training Reform Act 2006 (Vic)</i> <i>Equal Opportunity Act 2010 (Vic)</i> <i>Occupational Health and Safety Act 2004 (Vic)</i>
Other associated documents External	VRQA Guidelines to the Minimum Standards and Requirements for School Registration

8. Issuance and approval

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