OHS CONSULTATION AND COMMUNICATION
OHS COMMITTEE MEMBERS
2015

MANAGEMENT OHS NOMINEE:
ROBERT MALONE

HEALTH & SAFETY REPRESENTATIVE:
MICHAEL ROSS

NOMINATED EMPLOYEE:
PAUL ROBINSON

STAFF REPRESENTATIVES:
CAITLIN MACKAY
RODNEY DIAZ
THERESA NGUYEN
ADAM FERRARO
PAULL ZIEGELER
1. Introduction
There is a need to keep staff up to date with reliable information about OHS matters, such as changes in the legislative context in which Nazareth College is working, newly emerging diseases of occupation and newly recognised hazards.

2. Purpose
The purpose of this procedure is to ensure that management and staff of Nazareth College have access to current OHS information including OHS legislation, and that internal safety procedures are reviewed and amended to reflect legislative changes as they occur.

3. Definitions
OHS Statute Law includes Acts and Regulations the requirements of which are mandatory.

OHS Information includes, but is not limited to, advisory and informative Codes of Practice, Australian Standards, and various OHS Medical, Epidemiological, Scientific Journals and newsletters.

4. Procedure
Nazareth College will maintain access to current up-to-date copies of OHS Acts, Regulations, Codes of Practice, and relevant Standards either in hard copy or where possible electronically.

An electronic Register of OHS Acts and Regulations will be maintained which will identify the regulatory document title for staff. Hot links to the specific items will be maintained. The register will be updated as changes occur to OHS regulatory requirements. Staff will have access to this through their closest networked computer.

The OHS Committee shall have Changes in Legislation as a standing agenda item and shall review and identify the potential operational impacts of legislative changes may have on activities conducted by Nazareth College.

The OHS Committee will review and update, as required, Policy and procedures in the OHS Management System and advise each of the Heads of Faculty of the changes and the implementation actions required.

The OHS Committee will schedule sessions to review and update Learning Area and Support Services Safe Work Practice documents in the light of legislative changes or new hazards.

5. Responsibilities
The Chair of the OHS Committee will:
- with the cooperation of IT Services, maintain on-line access to a current electronic register of OHS Acts and Regulations;
• review legislative changes and provide advice to staff on the actions required to maintain compliance;
• provide access to Australian Standards and other OHS Information;
• provide a standard template for Safe Work Practice Documents including a listing of legislative requirements.
• retain superseded documents in archives

6. Compliance
Compliance with this procedure will be verified by completion of the scheduled reviews of Policy, Procedures and Safe Work Procedures and the updating of Controlled Documents.

7. Attachment
Register of Victorian OHS Acts and Regulations
Register of OHS Legal Obligations access through hot link


VICTORIAN OHS LEGISLATION REQUIREMENTS

In Victoria, the workplace occupational health and safety is governed by the following Acts and the associated regulations:

- Accident Compensation Act 1985
- Accident Compensation (WorkCover Insurance) Act 1993
- Workers Compensation Act 1958
- Accident Compensation (Occupational Health and Safety) Act 1996
- Occupational Health and Safety Act 2004
- Accident Compensation Regulations 1990
- Accident Compensation (Consequential Amendment) Regulations 1999
- Occupational Health and Safety (Asbestos) Regulations 2003
- Occupational Health and Safety (Certification of Plant Users and Operators) Regulations 1994
- Occupational Health and Safety (Confined Spaces) Regulations 1996
- Occupational Health and Safety (Hazardous Substances) Regulations 1999
- Occupational Health and Safety (Issue Resolution) Regulations 1999
- Occupational Health and Safety (Major Hazard Facilities) Regulations 2000
- Occupational Health and Safety (Manual Handling) Regulations 1999
- Occupational Health and Safety (Noise) Regulations 1992
- Occupational Health and Safety (Plant) Regulations 1995
- Occupational Health and Safety (Lead) Regulations 2000
- Workers Compensation Regulations 1995
- Occupational Health and Safety Regulations (Prevention of Falls) 2003
Below are suggested agenda items – modify as required and save as standing agenda template

1. Welcome and apologies
2. Review of previous minutes
3. Workplace Inspection Checklist outcome review
4. Incidents or injuries since last meeting
5. OHS Activities Calendar progress review
6. Reports on OHS issues
7. OHSMS implementation status update
8. Contractor compliance to OHS management system
9. Upcoming Contractor works
10. Review of Safe Work Procedures (SWP)/Risk Assessments
11. Review of OHS Purchasing Checklists (e.g. new chemicals, plant and equipment etc)
12. Legislation changes
13. New business

Next meeting to be held on:
### Health and Safety Committee Chairperson Signature:

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### Business Manager Signature:

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#### Minutes

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<thead>
<tr>
<th>Item No.</th>
<th>Discussion Points and Action Items</th>
<th>By Who</th>
<th>By When</th>
<th>Date Completed</th>
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*Health and Safety Committee to maintain original completed forms. Workplace Manager and/or Management OHS Nominee to maintain copies.*
1. Purpose:

The purpose of this procedure is to outline the consultative arrangements that are to be developed and implemented across Nazareth College to ensure that necessary Occupational Health and Safety (OHS) matters are consulted on and OHS information is regularly communicated. It also provides details in relation to the Occupational Health and Safety (OHS) responsibilities and accountabilities of Nazareth College employees.

2. References

- *Occupational Health and Safety Act 2004*
- *Occupational Health and Safety Regulations 2007*

3. Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
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<tbody>
<tr>
<td>College Manager:</td>
<td>The Principal</td>
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<tr>
<td>Management OHS Nominee</td>
<td>The Business Manager – person appointed by the Principal to oversee the OHS</td>
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<td>Business Manager:</td>
<td>management in the school</td>
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<tr>
<td>Health and Safety Representative (HSR):</td>
<td>An elected employee responsible for representing employees within a designed</td>
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<td>work group (DWG) on matters relating to occupational health and safety.</td>
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<td>Occupational Health and Safety Committee:</td>
<td>A cooperative forum for employers and employees to work together on OHS issues.</td>
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<td>Provisional Improvement Notice (PIN):</td>
<td>A formal notice issued by a HSR to an employer if they believe the College is</td>
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<td>contravening a provision of the <em>OHS Act 2004</em>. A PIN may only be issued after</td>
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<td>consultation aimed at remedying the issue has occurred (refer to the OHS Issue</td>
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<td>Resolution Flowchart) and the issue remains unresolved.</td>
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4. Responsibility:

The College Manager is responsible for managing health, safety and wellbeing in the school. The College Manager has delegated to the Business Manager, the operational aspects of implementing health and safety initiatives.

The Business Manager is responsible for establishing the following OHSMS requirements:

- providing information, instruction and training to employees in order to perform their work safely and without risks to their health;
- Assigning people and resources to complete OHSMS activities (including time and materials);
- Ensuring people in key OHS roles receive appropriate training and supervision
- Establishing specific processes for OHS consultation and communication including issue resolution with Health and Safety Representatives (HSR) and employees.
- Supervising employees to enable them to perform their work safely and without risks to their health;
- Consulting with HSR, employees and their representative organisations regarding health, safety and wellbeing issues;
- Complying with the requirements of OHS legal notices (e.g., Provisional Improvement Notices (PIN), Improvement Notices and Prohibition Notices) and reporting notifiable incidents to WorkSafe Victoria;
- Promoting, monitoring and reviewing local health, safety and wellbeing performance;
- Providing and maintaining plant and systems of work that are safe and do not pose risks to health;
- Providing a workplace which has adequate facilities and is in a condition that is safe and without risks to health;
- Promoting positive work relationships and acting early to address interpersonal issues such as stress, bullying, morale and workplace conflict issues; and

The Business Manager is also responsible for managing and maintaining the OHSMS including:

- identifying hazards;
- developing risk control action plans;
- ensuring employee OHS training needs are met;
- monitoring OHS procedures, actions and systems in the school.
- Preparing incident investigation and inspection reports for the Principal
- Implementing the agreed procedure for the election of a HSR in the College;
- Allowing the HSR to attend WorkSafe approved training;
- Establishing a Health and Safety Committee and including OHS as a standing agenda item at staff meetings or other suitable forum;
- Consulting with the HSR and employees on health and safety matters as per the Occupational Health and Safety Act 2004;
- Implementing an agreed issue resolution process for the College.

Note: The role of the Business Manager is separate to that of the HSR and it is inappropriate to delegate the operational aspects of OHS to the HSR.

The functions of Health and Safety Representative can include:
Consulting with the Business Manager in regards to health and safety matters of employees in their DWG; and

- Representing employees in the resolution of outstanding OHS matters.
- Participating in health and safety training relevant to their role and as per their entitlements under OHS legislation;
- Representing staff in local health and safety consultation and communication processes;
- Participating in workplace inspections, including visits by WorkSafe Victoria inspectors and inspections following an accident, near miss or identification of an immediate risk.

Employees, contractors and volunteers are responsible for:

- Participating in the consultation process;
- Following the agreed issue resolution process.
- Participating in relevant health and safety training based on roles and responsibilities (Contractors to provide evidence of prior relevant training);
- Participating in the development and implementation of specific OHS risk management strategies (see OHS Risk Management) as appropriate;
- Understanding and complying with all OHS legislation and regulations relevant to their activities at the school;
- Taking reasonable care for the health, safety and wellbeing of themselves and others who may be affected by their actions;
- Cooperating with any directions and procedures required to ensure their own health, safety and wellbeing as well as the health, safety and wellbeing of others; and
- Reporting all injuries, illness or ‘near misses’ to the Business Manager

5. Procedure:

5.1 Establishment of Designated Work Groups

The Management OHS Nominee must do everything reasonable to ensure that negotiations to establish a Designated Work Group (DWG) start within 14 days of being requested to do so by an employee. The Management OHS Nominee may identify a need to establish a DWG for the College and can establish DWG even if a request has not been made by employees. However, this will require negotiations with employees of the College.

The number of DWG are to be determined by negotiations and must consider:

- The number of employees at the College;
- The nature of work performed;
- The number and grouping of employees who perform the same or similar role;
- The areas at the College where each type of work is performed; and
- The nature of hazards at the College.

At Nazareth College the whole school is the work group with staff representatives on the OHS Committee.
5.2. Term of Office for HSR
The Business Manager is to instigate the election process every three years. Existing HSR may stand for re-election.
An election may be held prior to the three year period expiring if any of the following occurs:

- The current HSR leaves employment
- The HSR resigns from their position
- After a minimum of 12 months the majority of the members of the staff resolve in writing that the HSR no longer represent them;
- Disqualification of a HSR under s. 56 of the *Occupational Health and Safety Act 2004*.

5.2.1 Election of Health and Safety Representative
The College must have at least one HSR. The following election process is implemented:

Note: Where it is not possible to reach an agreement on the election process any member of the College may contact WorkSafe Victoria for assistance with the election process.

5.2.2 Training
HSR must be allowed time off work with pay to attend a WorkSafe approved five day OHS training course (within three months of being elected), an annual one-day refresher course thereafter and any other approved training.
5.3 Establishing an Occupational Health and Safety (OHS) Committee
The Business Manager is to establish an OHS Committee within three months of being requested to do so by a HSR or if required by the regulations.

The committee must meet the following requirements:
- At least half of the members of the committee must be employees, where practicable these are to include HSR; and
- The committee must meet at least every three months and at any other time if half of its members require a meeting.

The Business Manager can decide to establish an OHS Committee providing the above process for establishing such a committee is followed.

5.3.1 OHS Committee Meetings
The first meeting of the Committee, to be held within three months of the initial request to form a committee, should include the following tasks:
- Electing a Chairperson
- Establishing the arrangements for Committee meetings (frequency, procedures, terms of reference etc);
- Discussing the purpose and functions of the Committee; and
- Clarifying the roles and responsibilities of Committee Members.

The Business Manager should include the timing of the Committee meetings on the OHS Activities Calendar.

5.3.2 Committee Objectives
The Health and Safety Committee (the Committee) is a forum for discussing issues in relation to OHS. The Committee doesn’t override direct lines of communication between the Business Manager and employees. In addition, it is not the role of the Committee to deal with specific issues (i.e. maintenance issues) but to address the broader OHS issues that relate to a work group or area. The focus of the Committee is to:
- Facilitate cooperation between the College and its employees in developing and implementing measures and controls designed to ensure a safe and healthy work environment;
- Review and disseminate OHS policies/procedures which are to be complied with
- Implement and monitor the OHSMS and objectives; and
- Provide a means for OHS issue resolution or escalation as required.

The Business Manager must consult with HSR and employees when making any decision or change in relation to their health and safety in the College.
The OHS Committee may consider:
- Incident and injury statistics;
- Results of any health and safety auditing conducted in the workplace;
- Results of any testing, checking, monitoring conducted in the workplace;
- Potential changes to the work premises, systems of work, plant or substances used at the College;
- Proposed changes to the Decisions made in relation to changes in a job role
- Health and safety training needs;
- Identification of issues that need to be addressed;
- Requirements for the election of representatives.

The OHS Committee shall:
- Participate in the process of development, co-ordination, implementation, review and evaluation of health and safety policies, procedures and initiatives;
- Identification of College hazards
- Assessment of the risks associated with the College activities and hazards
- Decisions taken in relation to measures taken to eliminate or control College risks
- Introduction of or alteration to procedures for monitoring College risks
- Analyse and review Hazard Identification Risk Assessment and Control Plans to identify College wide OHS priorities and recommend OH&S Improvement Programs, Objectives, Targets and Key Performance Indicators;
- Prepare and propose a budget to ensure that resources are available to achieve health & safety objectives;
- Advise the Principal’s Executive Management Team of the progress on implementation of health and safety programs;
- Review any incidents that may have a school wide impact; and
- Review legislative changes and ensure college documents are updated to reflect the legal requirements;
- Other functions determined by the College.

Where the information required to be disclosed, as part of this consultation and communication process, is confidential (e.g. medical reports, personal records etc) the Business Manager should seek legal assistance before deciding to disclose the information.
5.3.3 Role of Members
The College OHS Committee shall establish a Chairperson, Deputy Chairperson and Secretary nominated and elected by the Committee members for a period of 12 months. The role of these members is as follows:

The Chairperson shall:
- Schedule meetings;
- Prepare an agenda and circulate to all committee members;
- Invite guest speakers to attend;
- Guide the meeting through the agenda;
- Report relevant information from other OHS forums at Committee meetings;
- Refer any unresolved issues to management for consideration and reporting the outcomes of such matters back to the Committee;
- Ensure actions are undertaken and coordinate provision of any relevant reports to relevant stakeholders;
- Ensure the committee works within its charter;
- Review and approve minutes;

The Deputy Chairperson shall:
- Undertake the role of Chairperson as required;
- Assist the chairperson with their duties as required.

The Secretary shall:
- Ensure Committee records and relevant documentation are made available to all employees i.e. emailed and/or displayed on OHS Notice Boards as per the OHS Consultation and Communication Procedure;
- Prepare minutes, distribute to members and post on the OHS intranet site and Notice Board;
- Maintain Committee Minutes and Records.
- Ensure a site OHS Notice Board is maintained with up-to-date copies of minutes and other relevant OHS information.

The Committee members shall:
- Report specific OHS issues raised by staff members and where possible resolve them in line with the OHS Issue Resolution Flowchart);
- Relay, explain and where appropriate seek feedback from employees on items noted by the Committee; and
- Actively participate in Committee business.

The Nurse shall:
- advise the committee on the type and incidence of incidents
- all matters pertaining to immunisation, health promotion and first aid
6. Staff Meetings
The Business Manager is to make sure that OHS is a standing agenda item at staff meetings or other suitable forum. The Staff Meeting Agenda is to be used as a guide for determining the content of such discussion.

7. Time Allocation
There will be a time allowance for the HSR’s and a College Safety Officer.

8. Issue Resolution
The Business Manager is to implement an agreed OHS issue resolution process. The OHS Issue Resolution Flowchart is to be communicated to all employees and displayed in a prominent position in the College.

9. Provisional Improvement Notices
A Provisional Improvement Notice (PIN) can only be issued by a HSR after consulting with the person responsible for a breach or likely breach of the legislation. Breaches may include, but are not limited to:
- Excessive noise levels in the College
- High employee stress levels in the College
- A requirement to manually lift heavy objects
- Exposure to chemicals in the College
- Unguarded machines
- Inadequate College amenities for and/or working environment.

The PIN must include:
- The HSR’s belief as to what the breach or likely breach is;
- The section of the Occupational Health and Safety Act 2004 or regulations that has or is likely to be breached;
- Date (at least eight days after the day the PIN is issued) by which the person is required to correct the breach or likely breach.

If issued, and not disputed, the PIN should be displayed in a prominent position in the College (see section 6.7 below). If a PIN is disputed the recipient of the notice (e.g. College Manager, employee etc) has seven days to contact a WorkSafe Victoria Inspector. The resolution of a PIN should follow the process outlined in the College’s OHS Issue Resolution Flowchart.

10. Communication of OHS Information
The Business Manager must communicate the following information to employees:
- The risk profile (OHS Risk Register) of the College;
- Policies and procedures specific to the College;
- Risk assessments; and
- Material Safety Data Sheets (MSDS) for Chemicals
Generally, consultation and communication with employees will be via the Health and Safety Committee and/or the HSR. To supplement this, the Business Manager should also assign designated areas (e.g. Notice Boards) where relevant health and safety information can be prominently displayed.

As a minimum this information is to include:

- OHS Policy
- OHS Consultation and Communication Policy
- Names of Health and Safety Representatives, Deputy Health and Safety Representatives and Management OHS Nominee;
- A current First Aid Summary Sheet;
- "Returning to work following an Injury" poster
- Emergency Plan;
- WorkSafe "If You Are Injured" Poster;
- Agreed Issue Resolution Process or Issue Resolution Flowchart;
- Minutes of health and safety committee meetings or staff meetings depending on which model the College uses.

11. Safety Signs
There are a number of signs that are used to communicate health and safety information in the College. Examples of hazard specific signs include:

- Requirement for Personal Protective Equipment (PPE) i.e. when working with plant or machinery;
- Location and direction of emergency exits
- Location of fire extinguisher signs
- Location of underground services
- Emergency evacuation point(s)
- Restricted areas and visitors signage
- Location of first aid equipment and names of first aid officers
- Storage of flammable liquids and hazardous substances
- No smoking

Signs are displayed to identify hazards in the College and to warn and instruct employees, visitors and contractors. However, signage by itself is not to be used as a substitute for more appropriate risk controls (see OHS Risk Management Procedure).

The Business Manager, in consultation with the HSR, is to determine the type and location of hazard specific warning signs. Signs displaying symbols and colours complying with AS1318 are preferred. Where this is not possible and written signage is required, it must comply with AS1319 and, if necessary, be provided in languages other than English.

The condition of signs should be checked on a regular basis by tailoring the College Inspection Checklist to make sure it includes signage.
12. Related Documentation:
OHS Activities Calendar
Health and Safety Committee Meeting Minutes
Staff Meeting Agenda
OHS Consultation and Communication Policy
OHS Issue Resolution Flowchart
OHS Risk Register
Occupational Health and Safety Policy
First Aid Summary Sheet
OHS Risk Management Procedure
This policy applies to all employees, students, visitors, volunteers and contractors of Nazareth College and is readily accessible to all interested parties. This policy builds on Part 4 of the Victorian Occupational Health and Safety (OHS) Act 2004 which outlines the legal duties of employers to consult.

OHS Commitment and Principles:
Nazareth College is committed to providing a workplace with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety. Workplace health and safety benefits significantly from effective consultation. Employees are often best placed to identify health and safety hazards and issues in the workplace. Consultation and communication can also help build commitment to health and safety.

- Consultation on OHS issues shall be meaningful and effective and employee contributions valued and taken into account;
- Consultation will not delay the implementation of a policy or procedure to address an immediate or serious health and safety risk in a timely manner;
- Consultation will be undertaken in a manner consistent with positive supportive working relationships; and
- Nazareth College has ultimate administrative and operational responsibility for all workplace decisions that affect health and safety provided that these decisions are made in accordance with the consultation principles outlined in this policy.

Nazareth College will meet its commitment to Health & Safety by:
Consulting with health and safety representatives and employees so far as is reasonably practicable when making any decision or change in relation to their health and safety in the workplace including the following:

- identification of workplace hazards;
- assessment of the risks associated with workplace activities and hazards;
- decisions made in relation to measures taken to eliminate or control workplace risks;
- review of workplace risk assessments;
- introduction of, or alteration to procedures for monitoring workplace risks;
- decisions made in relation the adequacy of workplace facilities;
- proposed changes to the work premises, systems of work, plant or substances used at the workplace;
- decisions made in relation to changes in job role; and
- decisions made in relation to consultation procedures, and any legislative requirements.

Where OHS issues cannot be resolved directly as a result of using the local/established OHS issue resolution procedure, external assistance may be sought.
Nazareth College employees, visitors, volunteers and contractors are required to:

- consult and cooperate with the Administration on health and safety related matters;
- openly communicate any instances of hazards or incidents in the workplace

Signed: ______________________________________________________

Date: __________________________
1. Introduction
Because it is possible to have different opinions and perspectives about health and safety, from time to time disputes can arise, and, as it is important to maintain good faith, there is a need to have transparent processes for resolving OHS issues.

2. Purpose
The purpose of this procedure is to provide guidance on resolving OHS Issues.

3. Scope
The procedure applies to all facilities and activities managed by Nazareth College.

4. Definitions
Health and Safety Representative (HSR) is an elected employee responsible for representing employees within a designated work group, on health and safety matters.

Provisional Improvement Notice (PIN): A formal legally enforceable document recognised under the OHS Act 2004 requiring the manager receiving the document to act to control and prevent the hazard continuing.

Improvement Notice (IN) is a written declaration, issued by a WorkCover Field Officer, requiring the workplace to remedy a breach or likely breach of the OHS Act 2004 or Regulation.

Prohibition Notice is a written direction, issued by a WorkCover Field Officer, which prohibits the continuation of an activity the Field Officer believes involves/will involve an immediate risk to the health and safety of any person. This activity cannot be started again until the Inspector certifies that the risk has been adequately controlled.

Non-disturbance Notice is a written direction, issued by a WorkCover Field Officer, requiring the workplace to stop use or prevent disturbance of anything in the workplace. The notice may be issued after an accident or at any other time.

5. Applicable Legislation
Occupational Health and Safety Act 2004 (Sections 60-65 & 73-75)

Occupational Health and Safety (Issue Resolution) Regulations 1999

6. Responsibilities
The staff member raising the issue is responsible for presenting in writing a summary of the problem and options for workable solutions for discussion.

The Faculty Head is responsible for trying to ensure that OHS issues that arise within the Faculty are primarily dealt with at the local workplace level.
Where the issue cannot be resolved at the Faculty the Manager and/Staff member shall raise it with the Business Manager.
The Health and Safety Representative is responsible for ensuring serious OHS issues that require prompt notification and action are raised with the Faculty Head and the Business Manager and time is allowed for discussion about how the matter can be resolved and implemented prior to any PIN being issued.

7. Procedure
As soon as possible after an issue has been reported, the Head of Learning Area /Section member of staff, and if required, the Health and Safety Representative, must meet and try to resolve the issue.

The resolution of the relevant issue must take into account any of the following factors that may be relevant:

- whether the hazard or risk can be isolated;
- the number and location of employees affected by it;
- whether appropriate temporary measures are possible or desirable;
- whether personal or environmental monitoring is desirable;
- the time that may elapse before the hazard or risk is permanently corrected;
- who is responsible for performing and overseeing the removal of the hazard or risk.

If any party involved in the resolution of the issue requests details of the issues, it must be set out in writing by the employer to the satisfaction of all parties.

As soon as possible after the resolution of an issue, details of the agreement, in an appropriate format:

- must be brought to the attention of the employees;
- must be forwarded to the Health and Safety Committee; and
- may be forwarded by the parties to any relevant organisation of employees or of employers.

If the issue cannot be resolved by the Faculty Head and the health and safety representative, the matter shall be referred to the OHS Committee.

If the issue cannot be resolved by the OHS Committee the matter shall be referred to the Principal.

If the issue cannot be resolved by the Principal the matter shall be referred to the School Board.

At any stage, after consultation, the school management or Health and Safety Representative may decide to call on outside expertise (eg electrician, occupational hygienist, OHS consultant, WorkSafe Field Officer) to assist in identifying hazards, assessing risks and suggesting control measures.
After consultation with management, the Health and Safety Representative may choose to issue a Provisional Improvement Notice (PIN). The school management must display the notice in the workplace. The school management may decide to rectify the issue or, within 7 days of the PIN being received, may choose to call in a WorkSafe Field Officer.

A WorkSafe Field Officer may:

- affirm a PIN;
- affirm the PIN with such modifications as the Field Officer thinks fit; OR,
- cancel the PIN.

8. Document Owner
Business Manager

9. Related Documents
OHS Procedure 2.1 Hazard Identification Risk Assessment and Control

10. Attachments
Issue Resolution Flowchart
OHS Problem and Solution Options
An occupational health and safety issue arises

An employee may raise issue with Head of Learning Area, or Head of Learning Area raises issue with employee

Issue resolved?

No

Yes

Document and feed back

Employee tells HSR about the issue and HSR discusses with Head of Department

Issue resolved?

No

Yes

Issue raised with Business Manager

Issue resolved?

No

Yes

Issue taken to Principal

Issue resolved?

No

Yes

Issue taken to School board

Issue resolved?

No

Yes

HSR can issue a Provisional Improvement Notice (PIN). Employer must display notice in workplace.

School management complies with PIN

OR

Management may call within 7 days of receiving a PIN a WorkSafe Inspector to review the PIN. The Inspector may cancel the PIN, issue an Improvement Notice or depending on the risk, may issue a Prohibition Notice. Directions of WorkSafe Inspector are complied with.

Issue Resolved – document and feed back
OHS Problem and Resolution Options

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2. Who is effected by the problem, and where is it?

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3. What are practical solutions?

Do we need to have an OHS technical expert help make an assessment?

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4. How can we apply the hierarchy of controls?

Elimination................................................................................................................................
Substitution..........................................................................................................................
Engineering/Ergonomic.....................................................................................................
Administrative Change......................................................................................................
Personal Protective Equipment............................................................................................
Or Combinations of these as follows:
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What do you suggest we do right now? What effects will this have? What else could we do?

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Lodged by
Name ........................................

Signed off Faculty Head
HSR

Date ........................................

OHS C’tee Chair ...................... Date .................
1. Introduction
Establishing and maintaining an accessible and adequate OHS record keeping system for Nazareth College is an essential element in our ability to demonstrate a diligent attitude and ongoing processes of OHS training, consultation, and assessment and control of risks. Well maintained OHS records are vital to demonstrate a working OHS Management System and many aspects of regulatory compliance.

2. Purpose
The purpose of this procedure is to establish an OHS record keeping system in Nazareth College that ensures consistent and adequate OHS Records. Its purpose is to ensure performance against OHS our Goals and Objectives can be traced, that activity can be documented and that the records can be readily retrieved.

3. Scope
This procedure applies to all staff.

4. Definitions
**Personnel Related Records**
Records relating to individuals pertaining to health monitoring, incident/accident reports, rehabilitation/compensation claims and induction and training.

5. Applicable Legislation and Guidance
Occupational Health and Safety Act 2004
AS 4801-2001: *Occupational Health and Safety Management Systems*

6. Responsibilities
**Business Manager and Property Manager** are responsible for ensuring that
- OHS Records are created and updated;
- staff are aware of the location of OHS Records;
The Business Manager is responsible for keeping specific personnel related records and will ensure that access to medical-in-confidence and rehabilitation records are restricted.

7. Procedure
The College shall establish an OHS records filing system to document key OHS Activities and shall archive material each year to ensure current documents are immediately accessible.
The following list provides a guide to information regarding OHS records that should be retained by the school and who will hold these records.

7.1 The Business Manager

- OHS Hazard Identification Risk Assessment and Implementation of Controls
- OHS Audits and Inspection Reports
- OHS Emergency Control Organisation Plans
- OHS Training and Competency Records
- OHS Induction Register
- OHS Improvement Programs and Performance Indicator Reports
- Dangerous Goods and Hazardous Substances Register and Risk Assessments
- Manual Handling Risk Assessments and Control Plans
- OHS Legal Obligations Register
- OHS Committee Records
- OHS Management System Audit Reports.
- OHS Pre-employment and other Health Monitoring Records
- OHS Overseas Medical Travel Records
- OHS Incident, Accident and Corrective Actions Records
- OHS Rehabilitation and Compensation Claims

Property Manager

- OHS Essential Services Records
- Contractor Records
- Key Register
- OHS Plant Register including risk assessments maintenance and registration
- Asbestos Registers
- Electrical Safety Registers
- OHS Personal Protective Clothing & Equipment record of issue
- Vehicle and Driving Records

8. Document Owner

Business Manager

9. Related Documents

Hazard Identification Risk Assessment and Control

Inspections Testing and Monitoring
Work Related Overseas Travel

10. ATTACHMENTS None
Occupational Health and Safety

OHS Staff Meeting Minutes

Manning Drive
Noble Park North
Victoria 3174

Date: 
Attendees:

Location:

Distribution: ▪ OHS Notice Board 
▪ Intranet
▪ Workplace Manager and/or Management OHS Nominee

Apologies:

Agenda

1. Welcome
2. Review of previous staff meeting minutes
3. Review of recently reported hazards or incidents
4. Upcoming training requirements
5. Any current safety issues
6. Other business

Next meeting to be held on:

Manager Signature:

<table>
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<tr>
<th>Item No.</th>
<th>Discussion Points and Action Items</th>
<th>By Who</th>
<th>By When</th>
<th>Date Completed</th>
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Workplace Manager and/or Management OHS Nominee to maintain completed forms.
Nazareth College is committed to providing a workplace with consultative arrangements that allow employees to contribute to decisions that impact on their health and safety. Workplace health and safety benefits significantly from effective consultation with employees who are often best placed to identify health and safety hazards and issues in the workplace. Effective consultation and communication will assist in building commitment to health and safety across the College.

The Communication & Consultation section outlines the consultative arrangements that are to be developed and implemented across the College to ensure that necessary Occupational Health and Safety (OHS) information is regularly communicated and employees are consulted on issues that may impact on their health & safety.

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<td>Incident Report and Flowchart</td>
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