



Occupational Health and Safety Procedures

1. Building and Grounds Procedure

1.1 Purpose

The purpose of this procedure is for Oaktree College ('the College') to be an environment that is safe, secure, and conducive to learning, for staff, contractors, volunteers, visitors and students.

2.2 Commitment

The College is committed to the following as part of its duty of care obligations:

- Ensuring that all employees, volunteers and contractors work according to safe health practice;
- Providing appropriate training (where necessary) to staff, students, volunteers and contractors;
- Implementing ongoing planning and risk control activities to ensure the College's buildings and grounds are monitored and maintained as a safe environment;

The Executive Principal is responsible for implementing this procedure by:

- Informing the College community about this procedure and about the safety conditions of the College's buildings and grounds as appropriate;
- Undertaking a regular review of the effectiveness of the risk control;
- Organising and implementing building and grounds maintenance;
- Keeping written records of any related incidents associated with the College's buildings and surroundings as appropriate (refer to Appendix 1);
- Coordinating all contracts including cleaning contracts, waste disposal and service;
- Meeting and reporting regularly to the College Board on issues and presenting recommendations relating to buildings and grounds matters.

2. Dangerous Goods and Hazardous Substances Procedure

2.1 Purpose

The purpose of this procedure is to promote the health and safety of people at the College as well as the safety of property in relation to the storage, handling and use of dangerous goods including domestic cleaning products and insect sprays.

2.2 Commitment

The College is committed to the following as part of its duty of care obligations:

- Ensuring that all employees, volunteers and contractors work according to safe health practice;
- Providing appropriate training (where necessary) to staff, students, volunteers and contractors on the handling and storage of Dangerous Goods and Hazardous Substances;
- Implementing risk control methods required for the safe handling and storage of the Dangerous Goods and Hazardous Substances.

The Executive Principal is responsible for implementing this procedure by:

- Ensuring the College community is informed about this procedure;
- Undertaking a regular review of the effectiveness of the risk control;
- Ensuring appropriate labels are on all Dangerous Goods containers;
- Organising and implementing building and grounds maintenance;
- Providing information to staff, visitors, including volunteers and contractors about the premises regarding the storage and location of such materials as appropriate;
- Keeping written records of materials and any incidents associated with the storage and handling of the Dangerous Goods and Hazardous Substances in the Hazard register (refer to Appendix 1);
- Meeting and reporting regularly to the College Board on issues and presenting recommendations relating to this procedure.

3. Manual handling and Lifting Procedure

3.1 Purpose

The purpose of this procedure is to promote the health and safety of people at the College as well as eliminating injuries through ergonomics and physical wellness at the College. Improper lifting can result in traumas that may not be noticeable until complete failure occurs.

3.2 Commitment

The College is committed to the following as part of its duty of care obligations:

- Ensuring that all employees, volunteers and contractors work according to safe health practice;
- Providing appropriate training (where necessary) to staff, students, volunteers and contractors;
- Implementing risk control methods required for manual handling and lifting.

The Executive Principal is responsible for implementing this procedure by:

- Informing the College community about this procedure;
- Undertaking a regular review of the effectiveness of the risk control;
- Providing information to staff, visitors, including volunteers and contractors, to the premises regarding the storage and location of such materials as appropriate;
- Keeping written records of any incidents associated with manual handling and lifting (refer to Appendix 1);
- Meeting and reporting regularly to the College Board on issues and presenting recommendations relating to manual handling and lifting.

Manual Handling Tips

Do

- Assess the load. If the object is too heavy, get help, use a lifting aide or don't lift.
- Place your feet and knees at least shoulder width apart or front to back in a wide-step position. This will allow you to bend at the hips, while keeping your back relatively straight and will improve stability to prevent balance loss.
- Bend your knees, not your back. Lift by bending your knees, pulling to load in close and tightening the low back muscles to stabilize and maintain the normal back curves using the leg muscles that are designed to take heavy loads.
- Squat with your chest and buttocks sticking out. If you do this correctly, your back will be flat and your neck will balance in a relaxed neutral position.
- Take weight off one or both arms if possible.
- When you squat down or push back up, use your hand or elbow as support on your thigh or any available structure. This takes some of the compression and strain off of your lower back.
- Lift in a smooth, controlled motion and maintain a good grip on the object. Avoid sudden jerky movements needed to regain control of a slipping object or child.

- Keep the load close to your body. The closer a 'load' is to the body's centre of gravity; the less compressive force is applied to the spine.
- Pivot with the feet when turning. Avoid twisting the back, especially when carrying a heavy load.

Don't

- Lift with your feet close together as it can result in poor leverage, instability, and a tendency to round your back.
- Lift with your knees and hips straight.
- Tense or twist your neck when lifting.
- Lift any child or object that is too heavy for you.

4. Return to Work Procedure

4.1 Purpose

The purpose of this procedure is to assist staff to return to work (i.e. existing or suitable alternative work arrangements) as soon as possible when injured or ill, regardless of whether that illness or injury occurred at work or not.

4.2 Commitment

The College is committed to the following

- Ensuring all staff cooperate in ensuring that this procedure is followed, and their responsibilities in relation to staff rehabilitation are followed;
- Maintaining the confidentiality of an employee's information during the return-to-work period;
- Ensuring return to work activities are reviewed regularly in consultation with the employee to ensure that progress is continuing;
- Providing appropriate training and support (where necessary) to staff.

The Executive Principal is responsible for implementing this procedure by:

- Informing the College community about this procedure (as appropriate);
- Ensuring that immediate first aid support is provided to ill or injured staff;
- Managing the return to work of any injured or ill staff in consultation with the employee and their health professional (with a medical letter) to ensure that it is safe and appropriate for the staff to return to work;
- Ensuring that return to work processes are established as soon as it is practicable but at least after an absence from work of 20 working days;
- Ensuring that participation in a return-to-work program will not, of itself prejudice any staff;
- Meeting and reporting regularly to the College Board on issues and presenting recommendations relating to manual handling and lifting.

5. Smoking and Vaping Procedure

5.1 Purpose

The purpose of this procedure to promote the health and safety of people at the College and inform the College community that smoking or vaping is not permitted within any area of the College ground or at any related activity.

5.2 Commitment

The College is committed to the following as part of its duty of care obligations.

- Ensuring that all employees, volunteers and contractors work according to safe health practice;
- Providing information to visitors, including volunteers and contractors, to the premises regarding this procedure;

The Executive Principal is responsible for implementing this procedure by:

- Informing the College community about this procedure that smoking and vaping is not permitted;
- Responding to incidents of smoking or vaping and keeping written record and updating the Hazard register (refer to Appendix 1);
- Meeting and reporting regularly to the College Board on issues and present recommendations relating to this procedure.

6. Approval and Review

Document Owner:	Executive Principal
Approved by:	College Board
Approval date:	June 2024
Next review date:	June 2025 (and every 12 months thereafter)



Appendix 1 – Hazard Register

Task / Activity	Hazard/Issue	Source of hazard	Location	Existing risk controls	Inherent risk			Further controls	Residual risk	Review by and when
					Likelihood	Consequences	Risk			