



If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
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An unintended incident which resulted, or could have resulted in, the injury or exposure to a substance or contagious disease, of one or more persons.

Any development, implementation, review, and enforcement of the Department's Occupational Health and Safety (OHS) procedures.

A system of work, or a work procedure, that is designed to eliminate or reduce the risk but does not include: a physical control or use of Personal Protective equipment (such as training, installation of signage and warning labels).

Unfavourable circumstances that reduce optimum driving conditions such as poor visibility, adverse weather, road conditions, traffic and so on.

The object, substance, or circumstance directly involved in the cause of the injury or disease. For example: falling from playground equipment and injuring a wrist, slipping on a wet floor and spraining an ankle.

Noise that is below the noise exposure standard and is unlikely to pose a risk to hearing. 'Annoyance' noise may interfere with communication, annoy or distract people such as photocopiers or telephone conversations.

A circumstance in which a person would be required to exert a high level of strength and effort to achieve the desired outcome.

Fibrous forms of mineral silicates belonging to the serpentine and amphibole groups of rock-forming minerals.

Any manufactured material or object that, as part of its design, contains one or more of the fibrous forms of mineral silicates belonging to the serpentine or amphibole groups of rock-forming minerals, including actinolite, amosite (brown asbestos), anthophyllite, crocidolite (blue asbestos), chrysotile (white asbestos) or tremolite.

The school can determine the level of involvement it would like in the governance of your capital project:

A cooling tower is a heat reducing system used in air conditioning when water is used to cool the air. As water is stored in cooling towers, they can be a breeding ground for Legionella and other bacteria to grow. An evaporative air cooler or evaporative air-conditioner is not a cooling tower.

An auditor certified by the Department of Health and Human Services to undertake an annual cooling tower system audits.

A risk management plan should contain a number of basic components, namely:

- site and contact details
- assessment of each of the critical risks

The Department's online hazard and incident reporting and management application, accessible on the intranet. Employees log on using their employee number and password.

A person employed by the Department, either ongoing, fixed term or casual and whether full-time or part-time.

The EAP is a short term, solution focused and strictly confidential counselling service. It is available 24/7 for up to four sessions for Department employees to discuss any personal or work related issues. The Department funds this service as a commitment to health, safety and wellbeing.

towards the completion of a Telecommuting Agreement using the Department's Telecommuting Agreement template.

The Agreement confirms mutual understanding of the specific arrangements in each case, OHS regulations and legal responsibilities. The Agreement is a record of the terms and conditions and defines the responsibilities and obligations of both parties.

The Department's Flexible Work Agreement addresses the following areas:

- variation to terms of employment
- commencement and Review of agreement
- trial period
- work arrangements
- communication
- security
- occupational health & safety
- child / dependent care
- access to remote workplace
- insurance and Indemnity
- email/internet policy
- equipment and supplies
- reimbursement of expenses
- performance management and review
- termination of telecommuting agreement

Asbestos-containing materials that can be

repetitive movement
application of single or repetitive use of unreasonable amount of force
exposure to vibration
lifting persons or animals
unbalanced or unstable loads
loads that are difficult to grasp or hold

An operation involving open flame, abrasive grinding and cutting, welding, thermal or oxygen cutting or heating and other related heat-producing or spark-producing operations.

A written direction issued by a WorkSafe Inspector requiring a person to remedy a contravention of OHS legislation within a specified time.

An event that has led to or could have led to an injury. Incidents include near misses, accidents, and injuries.

The initial risk level of a hazard prior to the application of any controls.

Physical or psychological injury.

Any activity requiring the use or force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain an object, person or animal.

Is defined in the [Occupational Health and Safety Act 2004 \(Vic\)](#) as treatment by a registered medical practitioner. 'Treatment' does not include diagnostic testing or first aid even if this has been provided by a medical practitioner.

Mental health is defined as a state of wellbeing in which the individual realises his or her own abilities, can cope with normal stressors of life, can work productively and fruitfully, and is able to make a contribution to the community. Mental health can be explained on a continuum where mental health is at one end, represented by feeling good and functioning well, through to severe symptoms of mental health conditions at the other. Mental health is not fixed or in a static state, and individuals can move back and forth along this scale at different times during their lives.

Stored quantities in the one location that are less than the 'Placarding Quantity' in Schedule 2 of the [Dangerous Goods \(Storage and Handling\) Regulations 2012 \(Vic\)](#) (Refer to

A Job Safety Analysis (JSA) or equivalent may be used instead of a SWMS if it contains the same information.

A step-by-step documented procedure on how to safely conduct a task or operation on an item or piece

Highest concentration (percentage) of a gas or a vapour in air capable of producing a flash of fire in presence of an ignition source (arc, flame, heat).

Often called 'Vocal Hygiene or Health', caring for your voice means learning to pay attention to the signals that your voice gives you so that you take the necessary steps to avoid getting injured in the first place. It also requires that you think ahead, learning to change certain behaviours which might lead to an injured voice e.g. improving how the larynx (voice box) works through voice therapy.