

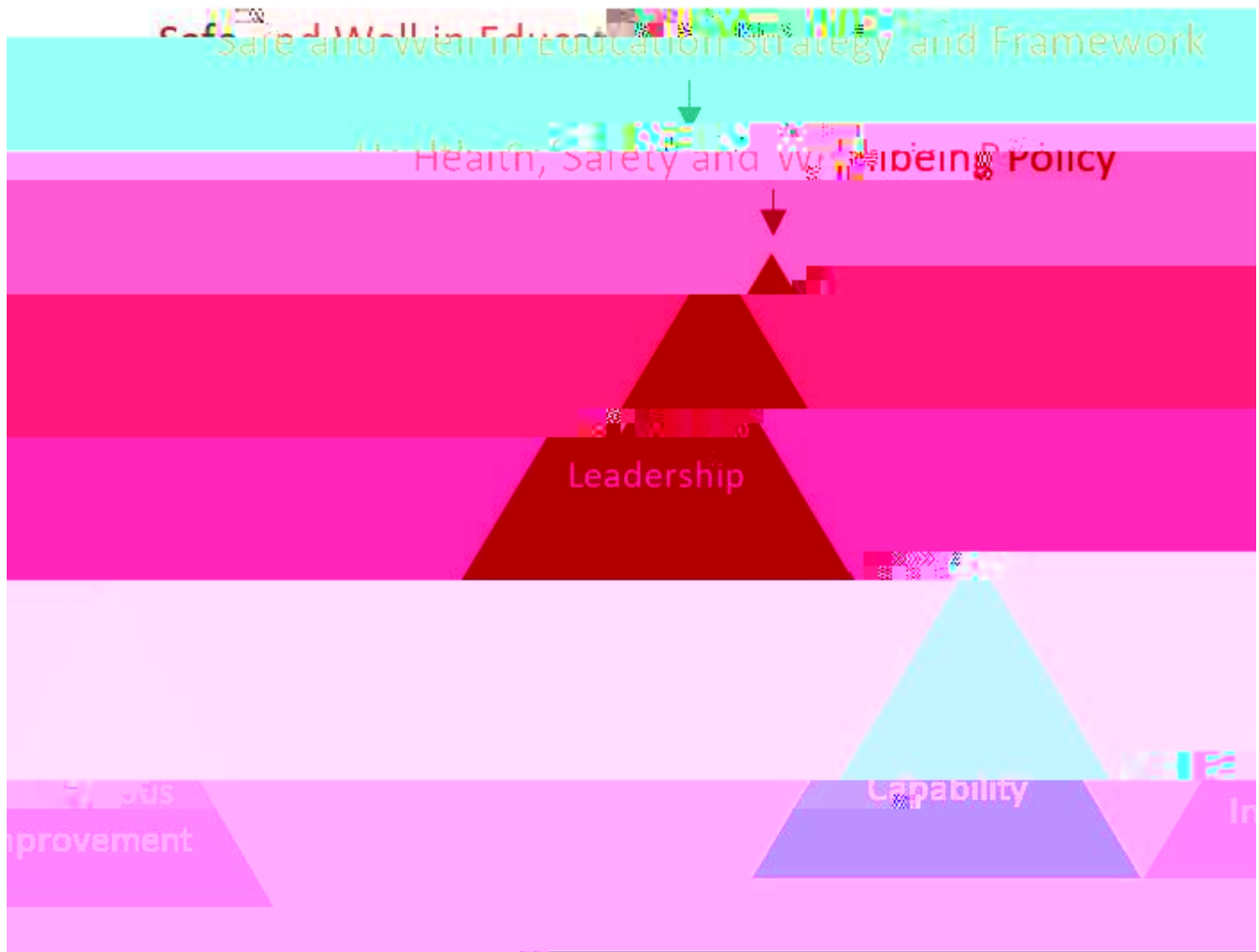
If you need help to understand the information in this policy, please contact Keysborough Secondary College.
Phone 03 9798 1877 – Acacia Campus or 03 9546 4144 – Banksia Campus or email at:
keysborough.sc@education.vic.gov.au.

- Prevention of Falls when Working at Heights
- Reporting and Managing School Incidents (including emergencies)
- Slips, Trips and Falls
- Swimming Pools on School Grounds
- Testing and Tagging of Electrical Equipment
- Traffic Management
- Volunteer OHS Management
- Voice Care for Teachers
- Working Alone, in Isolation or from Home
- Workplace Bullying
- Workplace Inspection
- Work-related Driving

For Keysborough Secondary College to create and maintain a healthy and safe working environment the Department has developed an Occupational Health and Safety Management System (OHSMS) that will be implemented.

The OHSMS outlines how Keysborough Secondary College can meet the health, safety and wellbeing obligations. The OHSMS is a translation of legislative and regulatory requirements that Keysborough Secondary College needs to manage and follow.

The DET Employee Health, Safety and Wellbeing Division is responsible for updating the OHSMS and communicating changes. The image below outlines the key elements in the OHSMS to be implemented. Keysborough Secondary College will implement the OHSMS.



The DET [Safe and Well in Education Strategy](#) outlines a five-year roadmap by DoE to systematically enhance and support health, safety and wellbeing outcomes for all of its employees. This includes new intensive supports for schools to manage OHS and workers compensation.

The [Safe and Well in Education Framework](#) works to assist everyone at the DoE to understand their health, safety and

The Keysborough Secondary College Principal and/or their delegate must involve employees and Health and Safety Representatives (HSRs) in proactive consultation around the identification and management of workplace hazards.

[OHS Consultation and Communication Policy](#)

Providing employees with an OHS induction introduces them to the culture and risk profile of the school. It also provides critical information relating to safety management and key people.

To supplement this, the provision and encouragement to attend training is also important as building employees' knowledge and capability is a critical component to having a healthy and safe workplace.

The Department has a suite of eLearning modules and in-house training available to employees to improve health, safety and wellbeing capability:

OHS eLearning modules (LearnED)
[Safety Management for School Leaders](#) (Bastow)

[OHS Induction and Training Policy](#)

All risks at Keysborough Secondary College are to be managed by the Principal and Assistant Principal Accountabilities. To manage the risk The Hazard Management Checklist (HMC) has been created. The processes outlined in the OHSMS and reflected in the HMC allows Keysborough Secondary College to scale the level of implementation of requirements based on the College infrastructure, size, location, number of employees and scale of facilities.

To inform our support programs and ensure Keysborough Secondary College is maintaining our compliance obligations we have an established OHSMS auditing program and methodology for identifying and managing risks utilising the HMC. The HMC is essential to effective safety management at Keysborough Secondary College. The HMC is located on the User Drive under OHS.

An audit of the Keysborough Secondary College risks will be undertaken each term using the HMC.

Following an HMC audit at Keysborough Secondary College the Principal should:

Discuss risks identified as part of the audit will be discussed by the Occupational Health and Safety management Team (OHSMT) and prioritised for rectification.
complete corrective actions within the specified timeframes
seek guidance from the OHS Advisory Service where necessary to identify corrective actions
report completed corrective actions on the online system within the specified timeframes
submit sufficient evidence on the online system to demonstrate that corrective actions have been completed

The Regional OHS Support Officer can be called upon for assistance pre or post audit.

[DoE OHS Risk Management Policy](#)

Keysborough Secondary College is committed to reviewing health, safety and wellbeing Policies and Procedures every two years to ensure that we are adapting to the differing risk profiles of our workplace and keeping up with contemporary methods and ensuring legislative compliance. At Keysborough Secondary College we want to work with all staff and students to set our objectives and to develop our support programs to achieve the best safety outcomes for our College.

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