



# HEALTH, SAFETY and WELLBEING POLICY 2024-2025

## Child Safe Standards

Children have the right to be safe and protected, including at school.

<http://www.vrqa.vic.gov.au/childsafe>

## SCOPE

This Policy applies to all employees, visitors, volunteers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

### **DET Occupational Health and Safety (OHS) Commitment and Principles:**

DET values its people and recognises that health and safety is integral to achieving excellent educational and work performance outcomes.

DET is legally and morally committed to providing employees, students, contractors and visitors with a healthy and safe working and learning environment.

DET will so far as is reasonably practicable, take action to improve and promote OHS to prevent workplace injuries and illnesses at all DET workplaces.



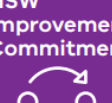


## POLICY OBJECTIVES

DET is committed to:

- consulting with employees and their representatives, so far as reasonably practicable, on OHS decisions and changes that affect their workplace
- reducing OHS risks through a documented process of hazard identification, assessment, implementation and review of controls
- complying with relevant legislation, DET procedures and guidelines relating to OHS
- provision of a clear statement of OHS accountabilities and responsibilities for personnel across the organisation
- strengthening leadership capability and accountability for OHS across DET
- maintaining, monitoring and reviewing the OHS management system to ensure it is consistent with the nature and risk profile of DET operations
- actively supporting the physical and psychological wellbeing of DET employees by providing access to specialist OHS advice and services
- monitoring, reporting and responding to OHS performance outcomes to drive continuous improvement
- allocating adequate resources to maintain healthy, safe and supportive workplaces
- providing appropriate OHS information and training for all DET employees to enable them to perform their roles and responsibilities safely
- reporting and investigating incidents where appropriate and acting to prevent re-occurrence.



The Department commits, so far as reasonably practicable, to:

<p><b>Management Commitment</b></p> 	<p><b>Support and value its people and recognise a legal and moral commitment to building a positive workplace culture, ensuring healthy and safe working and learning environments by:</b></p> <ul style="list-style-type: none"> <li>providing and integrating a robust and credible, Occupational Health and Safety (OHS) Management System that aligns with legislative requirements and the Department's strategic direction and operations</li> <li>providing and maintaining inclusive workplaces that mitigate risks to physical and psychological health and safety</li> <li>outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining healthy and safe workplaces</li> <li>embedding and promoting a culture of shared responsiveness, willingness, and ownership, relating to reporting, and addressing health, safety and wellbeing risks</li> <li>providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.</li> </ul>
<p><b>Consultation Commitment</b></p> 	<p><b>Consult, collaborate, and communicate with employees including health and safety representatives on:</b></p> <ul style="list-style-type: none"> <li>identifying hazards, assessing risks, and making decisions about the measures to control risks to health and safety and proposed changes to the workplace that may affect the health, safety, and wellbeing of persons</li> <li>health, safety, and wellbeing issue resolution</li> <li>provision of health, safety and wellbeing information, training, instruction, and supervision</li> <li>the importance of giving employees a reasonable timeframe to express their views and concerns and that these are taken into account when making decisions that may affect their health, safety and wellbeing</li> <li>flexible work arrangements and family friendly work practices to support and maintain an inclusive, diverse, respectful adaptive, workforce.</li> </ul>
<p><b>Drive Continuous HSW Improvement Commitment</b></p> 	<p><b>Support continual health, safety and wellbeing improvement by:</b></p> <ul style="list-style-type: none"> <li>improving the suitability and effectiveness of the OHS Management System through regular monitoring and review of policies and procedures</li> <li>establishing and monitoring progress towards measurable objectives and targets aimed at reducing work-related injury and ill health and improving safety performance</li> <li>using data to provide an evidence-based approach for setting the Department's strategic direction and identifying measurable objectives and targets</li> <li>allocating adequate resources to efficiently integrate and maintain the OHS Management System to comply with relevant legal and compliance obligations.</li> </ul>
<p><b>Building Capability Commitment</b></p> 	<p><b>Support building capability by:</b></p> <ul style="list-style-type: none"> <li>embedding individual health, safety, and wellbeing accountabilities for all employees across the Department</li> <li>embedding legislative and Department health and safety requirements in all policies and procedures</li> <li>increasing awareness and improving utilisation of the safety supports and resources available</li> <li>providing access to transparent and robust health, safety and wellbeing information, training, instruction, and documentation</li> <li>strengthening leadership capability by improving understanding of applying and implementing health, safety and wellbeing supports and resources available.</li> </ul>
<p><b>Risk Management Commitment</b></p> 	<p><b>Support the prevention of workplace injuries and ill health by:</b></p> <ul style="list-style-type: none"> <li>strengthening systems of work for identifying, assessing, controlling, monitoring, and reviewing hazards and associated risks arising from task / workplace activities</li> <li>proactively aiming to identify hazards and eliminate (if not possible, minimise) risks, in the workplace by implementing controls in a timely manner</li> <li>promoting and improving the reporting of incidents, near misses, injuries and hazards and investigating where appropriate, to prevent reoccurrence</li> <li>providing an OHS Management System that is flexible and adaptable to the risk profile of Department workplaces</li> <li>implementing risk controls to achieve improved mental health and wellbeing outcomes and reduce psychosocial hazards in the workplace.</li> </ul>

## DET EMPLOYEES, VISITORS, VOLUNTEERS AND CONTRACTORS ARE REQUIRED TO:

- take reasonable care for their own health, safety and wellbeing and others that may be affected by their actions or omissions. These and act in a manner that does not put others at risk
- adhere to health and safety requirements including following the Department's procedures and/or instructions
- participating in consultation and training.



Jenny Atta  
Secretary  
19/01/2022

This policy was last ratified by School Council in May 2024 and will be reviewed in February 2025