



# Occupational Health and Safety

## Occupational Health and Safety Workplace Hazards Policy and Procedures

### Purpose

The purpose of this Policy and Procedure is to set out how we identify, assess, control and record these hazards.

### Scope

This Policy and Procedure applies to all workers. Hazards and their risk of harm can be physical or psychosocial, may vary over time, and may depend on the individuals affected by those activities or be affected by other individuals.

### Roles and Responsibilities

While the primary responsibility for identifying and controlling hazards is with the school, all workers are expected to report any hazards or potential hazards which they have identified, or if controls are not effective. The OHS Coordinator, in consultation with workers, is responsible for coordinating the identification, monitoring, and assessment of hazards and risks and ensuring the effectiveness of controls.

### Policy Statement

St Mary's School, Echuca has a positive obligation at law to identify hazards that could harm employees, children and young persons, contractors or any other person at our workplace or affected by our activities but also to analyse the level of risk posed by the hazard and to implement control measure to eliminate the risk of harm, or if that is not reasonably practicable, to minimise the risk of harm as far as reasonably practicable.

St Mary's School, Echuca, in consultation with workers, will:

Identify foreseeable workplace hazards: To assist in the hazard identification process St Mary's School, Echuca maintains the following systems and procedures:

- monitoring changes in the workplace and how they may affect health and safety
- monitoring changes to laws, Codes and Standards and new and emerging issues in workplaces generally
- incident and injury reporting procedures captured in our Incident and Injury Register
- investigation, review and analysis of incidents and injuries to identify any new hazards, or changes required to risk assessments or control measures
- consultation with workers individually and collectively
- regular workplace inspections

Conduct a hazard risk assessment for each identified hazard to determine the likelihood of a hazard resulting in harm occurring, and the magnitude of the consequences if that event should occur. The assessment provides the basis for determining what is a reasonably practicable measure which the school will implement to eliminate, or minimise, as far as is reasonably practicable, the risk of harm from that hazard.

Select appropriate control measures for each hazard by applying the Hierarchy of Controls to identify the best reasonably practicable measure or measures to eliminate or minimise the risk of harm. In selecting the control measures cost must only be considered after identifying available control measures.

Maintain a Hazard Register which is an ongoing record of foreseeable hazards identified in the workplace, an assessment of their risk of harm, and their control measures.

## Procedures

### Identification of Workplace Hazards - Hazard Register

The Hazard Register is a record of the foreseeable hazards arising out of the operations of the school and its premises. It is based upon hazards that would typically be expected to be present in a school, the school's historical experience of workplace injuries and incidents, and any hazards specific to its operations and premises. Any new hazards that are identified will be added to the Register.

The Hazard Register also contains an assessment of the risk of harm arising from that hazard and the control measures that have been developed to either eliminate or minimise the hazard.

Our OHS Hazard Register, which is maintained through our Assurance, provides a useful reference point for the continuing process of hazard identification within the workplace.

## **Monitoring Changes in the Workplace**

It is the role of the individuals responsible for OHS to review changes in the workplace and to assess hazards that may emerge from these changes.

Typically, changes in the workplace occur when:

- we occupy new premises or extend our existing premises
- new plant or equipment is introduced into the workplace
- hazardous substances are introduced into the workplace
- new work practices are introduced.

The individuals responsible for OHS will also review OHS information relevant to our industry to assist in the identification of workplace hazards.

As new risks are identified they will be added to the Hazard Register in Assurance and be assessed and controlled in accordance with this OHS Program.

## **Reporting a Workplace Incident**

On occasion an incident may occur in the workplace which highlights the existence of a hazard but does not however result in an injury (e.g. a worker may slip but not be injured). In these cases, the incident must be recorded through our Assurance Safety Incident Form in Assurance. The incident will be investigated, and corrective action taken where this is deemed necessary.

## **Reviewing Workplace Injuries**

It is the role of the individuals responsible for OHS to investigate all workplace injuries. Where an injury arises as the result of a hazard which has not been identified, this risk will be added to the Hazard Register in Assurance and be assessed and controlled in accordance with this OHS Program.

## **Observation and Consultation with Workers**

Workers are in the best position to identify potential workplace hazards and to make recommendations with respect to the implementation of hazard control measures.

Our Consultation with Workers and Training, Education and Supervision Policies are designed to ensure that workers are aware of OHS issues and have a clear channel for communicating workplace hazards.

St Mary's School, Echuca encourages the involvement of all workers in making ours a safe workplace. Workplace hazards can be reported using the Report a Hazard Form in Assurance. We value your views and take them into account.

## **Workplace Inspections**

It is our policy to carry out workplace inspections on a regular basis to ensure that we maintain a safe workplace.

Once an inspection has been completed, the individuals responsible for OHS are required to keep a record of the relevant inspection checklist. Any subsequent corrective actions should be recorded.

## **Hazard Risk Assessment**

St Mary's School, Echuca must eliminate risks to health and safety, so far as is reasonably practicable, and, if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable. What is "reasonably practicable" in relation to a particular hazard determines the choice of particular control measures – the higher the risk, the greater the amount of resources that may need to be applied to eliminate or minimise that risk.

As a first step in determining what are "reasonably practicable" control measures to be applied to each identified hazard, the school will assess:

- the likelihood of the hazard or the risk concerned occurring; and
- the degree of harm that might result from the hazard or the risk.

As workplace hazards are identified the OHS Coordinator will record them in St Mary's Echuca Hazard Register together with their risk assessment.

The likelihood and consequence assessments are combined within a risk matrix to provide an overall assessment of risk as either Extreme, High, Medium or Low. We can then evaluate our control options and ensure that appropriate priority is given to the treatment and control of each hazard.

## **Hazard Control Plans (Corrective Actions)**

All reasonably foreseeable hazards arising from the operations of the school must have control measures put in place which eliminate the risk of harm, or if that is not reasonably practicable, then minimise the risk of harm as far as is reasonably practicable. As a minimum we apply any control measures required by legislation, Compliance Codes or Codes of Practice.

After consulting with workers to assess the likelihood and consequences of harm from a hazard, the OHS Coordinator will determine what is reasonably practicable when selecting control measures for each hazard. In doing so, they will consider:

- what the school or OHS Coordinator knows, or ought reasonably to know, about the hazard or the risk, and ways of eliminating or minimising the risk, and
- the availability and suitability of ways to eliminate or minimise the risk,

Our OHS Coordinator, in consultation with workers, will identify the most effective control measures by applying the Hierarchy of Controls. Depending on the resources required, the final decision in the choice of control measures may be the responsibility of the CESL Board exercising due diligence. Advice from external parties with specialist expertise may need to be used.

In deciding on the control measures for a hazard, the cost of control measures will only be considered after assessing the risk of harm and the available ways of eliminating or minimising the risk.

Where we have identified a workplace hazard, we will use a hierarchy of control principle.

This hierarchy is in effect a list of control measures, in priority order, that can be used to eliminate or minimise exposure to the hazard.

It consists of the following two levels:

### **Level 1 - Elimination**

## **First Priority – Elimination of Hazard**

This option is designed to get rid of the hazard altogether.

The best way to eliminate the risk is to completely remove the hazard. For example:

- repair damaged equipment promptly
- ensure new equipment meets the ergonomic needs of users
- move a noisy machine from a quiet area.

## **Level 2 – Minimisation options which are introduced to substantially reduce the risk**

### **Second Priority – Substitution**

Substitution involves replacing a hazardous substance or work practice with a less hazardous one. For example:

- a telephone hand set can be replaced with a headset where there is constant use of the telephone
- substituting a smaller package or container to reduce the risk of manual handling injuries such as back strain
- substituting a hazardous chemical with a less dangerous one.

### **Third Priority – Engineering Controls**

Engineering controls include the provision of mechanical aids, barriers, machine guarding, ventilation or insulation to isolate a hazard from employees. For example:

- electrical cut out switches
- roll over frames on vehicles
- isolating copying equipment in soundproof and ventilated rooms
- using anti-glare screens on computers
- using trolleys or mechanical lifting aids
- changing bench heights to reduce bending.

### **Fourth Priority – Administrative (Procedural) Controls**

Administrative controls require the establishment of policies, procedures and work practices designed to reduce a worker's exposure to a risk. They can also include the provision of specific training and supervision. For example:

- providing alternative tasks for workers to prevent continuous keyboard work for long periods
- increasing job variety and introducing job rotation
- redesigning jobs
- regularly maintaining plant and equipment
- training and education to learn how to:
  - identify and assess risks
  - use methods of control
  - know and apply the legislative requirements
  - safety use mechanical aids and equipment.

## **Last Priority – Personal Protective Equipment (PPE)**

PPE will be used by us as a last resort. These control measures include covering and protecting a worker's body from hazards and can be used as a short-term control measure until a "higher order" control has been provided, or to supplement it.

Where such a control is in place, PPE will be provided and maintained by the school and training will be provided for workers required to use it. The employee would also have a responsibility to use it properly.

Some examples of PPE are:

- ear plugs in noisy areas
- eye protection when working with chemicals
- gloves to protect against infection.

The principle of the hierarchy of control must be used in seeking to eliminate or minimise workplace risks, and PPE should only be used if it is not reasonably practical to control the risk by engineering or administrative means.

If no single control is sufficient, a combination of the above controls will be put in place to minimise the risk to the lowest level that is reasonably practical.

The Hazard Register provides a summary of key controls linked to individual workplace hazards.

## Hazard Register

Workplace hazards identified through our OHS Program are recorded in our Hazard Register where they are analysed and evaluated before being linked to relevant hazard controls.

St Mary's Echuca Hazard Register is maintained in Assurance.

## Implementation

All workers, management and leadership are responsible for helping maintain a safe workplace.

## Breach

Breach of this policy may result in disciplinary action.

## Source of Obligation

Information on the source of obligations for these policies can be found in the Key Information section.

## Related Documents

## Likelihood of an Event Occurring

Risk Rating	Description
<b>A. Almost Certain</b>	<ul style="list-style-type: none"><li>• Not unusual to happen;</li><li>• Risk has more than an 80% chance of occurring; or</li><li>• It is almost certain to occur in the next 3 months.</li></ul>
<b>B. Likely</b>	<ul style="list-style-type: none"><li>• Known to occur or has happened in the past;</li><li>• Risk has 60 - 80% chance of occurring; or</li><li>• Is likely to occur in the next 12 months.</li></ul>
<b>C. Possible</b>	<ul style="list-style-type: none"><li>• May occur;</li><li>• Risk has a 30 - 60% chance of occurring; or</li></ul>



	<ul style="list-style-type: none"> <li>• May occur within the next 5 years.</li> </ul>
<b>D. Unlikely</b>	<ul style="list-style-type: none"> <li>• Not likely to occur;</li> <li>• Risk has 5 - 30% chance of occurring; or</li> <li>• May occur within the next 10 years.</li> </ul>
<b>E. Rare</b>	<ul style="list-style-type: none"> <li>• May occur in exceptional circumstances (would be considered highly unusual);</li> <li>• Risk has less than 5% chance of occurring.</li> <li>• A less than once in 10 year event.</li> </ul>

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## Consequence of the Event if it Does Occur

Rating	Description
<b>Catastrophic</b>	<p>Life/Health:</p> <ul style="list-style-type: none"> <li>• Death or permanent serious disability. Unlikely to be able to return to work/school. Catastrophic trauma resulting in extensive life changing psychological damage.</li> </ul> <p>Physical Assets:</p> <ul style="list-style-type: none"> <li>• Total loss of significant buildings, plant and equipment, records.</li> </ul> <p>Non-Physical Assets:</p> <ul style="list-style-type: none"> <li>• Total loss of all electronic data and work in progress.</li> </ul> <p>Business Interruption:</p> <ul style="list-style-type: none"> <li>• Extended interruption, full recovery unlikely.</li> </ul> <p>Reputation:</p>

	<ul style="list-style-type: none"> <li>• Sustained negative national and social media exposure. Significant loss of student enrolments.</li> </ul> <p>Annual Operating Revenue:</p> <ul style="list-style-type: none"> <li>• A loss of more than 30% of annual operating revenue.</li> </ul> <p>Governance Impact:</p> <ul style="list-style-type: none"> <li>• Knowingly negligent non-compliance with laws or external standards.</li> </ul> <p>Staff Morale and Performance:</p> <ul style="list-style-type: none"> <li>• Severe impact - loss of large numbers of high quality staff due to poor work environment.</li> </ul>
<b>Major</b>	<p>Life/Health:</p> <ul style="list-style-type: none"> <li>• Life-threatening injury requires lengthy hospitalisation/rehabilitation.</li> <li>• More than a month off work/school.</li> <li>• Major trauma resulting in long term psychological damage.</li> </ul> <p>Physical Assets:</p> <ul style="list-style-type: none"> <li>• Extensive damage to significant buildings, plant and equipment. Repairs difficult.</li> </ul> <p>Non-Physical Assets:</p> <ul style="list-style-type: none"> <li>• Loss of more than 3 months of key data.</li> <li>• Not recoverable.</li> </ul> <p>Business Interruption:</p> <ul style="list-style-type: none"> <li>• Up to 3 months.</li> <li>• Significant long-term impact on school operations.</li> </ul> <p>Reputation:</p> <ul style="list-style-type: none"> <li>• Negative state and local media attention.</li> </ul>

	<ul style="list-style-type: none"> <li>• Sustained local social media activity.</li> <li>• Noticeable loss of student enrolments.</li> </ul> <p>Annual Operating Revenue:</p> <ul style="list-style-type: none"> <li>• A loss of between 15% and 30% of annual operating revenue.</li> </ul> <p>Governance Impact:</p> <ul style="list-style-type: none"> <li>• Legally prosecutable non-compliance with laws or external standards.</li> </ul> <p>Staff Morale and Performance:</p> <ul style="list-style-type: none"> <li>• Substantial impact - measurable increase in drop in morale and performance.</li> </ul>
<b>Moderate</b>	<p>Life/Health:</p> <ul style="list-style-type: none"> <li>• Significant injury requiring hospitalisation.</li> <li>• A week to 1 month off work/school.</li> <li>• Moderate trauma requiring short term treatment.</li> <li>• Full recovery anticipated.</li> </ul> <p>Physical Assets:</p> <ul style="list-style-type: none"> <li>• Material damage to significant buildings, plant and equipment.</li> <li>• Repairable.</li> </ul> <p>Non-Physical Assets:</p> <ul style="list-style-type: none"> <li>• Material loss of data.</li> <li>• Some recoverable.</li> </ul> <p>Business Interruption:</p> <ul style="list-style-type: none"> <li>• More than 1 week.</li> <li>• Moderate long-term impact on school operations.</li> </ul> <p>Reputation:</p>

	<ul style="list-style-type: none"> <li>• Limited negative local and social media attention.</li> <li>• Some loss of student enrolments</li> </ul> <p>Annual Operating Revenue:</p> <ul style="list-style-type: none"> <li>• A loss of between 5% and 15% of annual operating revenue.</li> </ul> <p>Governance Impact:</p> <ul style="list-style-type: none"> <li>• Non-compliance with laws or external standards, or substantial non-compliance with internal standards, policies and procedures.</li> </ul> <p>Staff Morale and Performance:</p> <ul style="list-style-type: none"> <li>• Noticeable impact - a degree of change of morale and performance.</li> </ul>
<b>Minor</b>	<p>Life/Health:</p> <ul style="list-style-type: none"> <li>• Injury requires a doctor.</li> <li>• Less than 1 week off work/school.</li> <li>• Minor trauma experienced.</li> <li>• No ongoing treatment required.</li> </ul> <p>Physical Assets:</p> <ul style="list-style-type: none"> <li>• Minor damage.</li> <li>• Repairable.</li> </ul> <p>Non-Physical Assets:</p> <ul style="list-style-type: none"> <li>• Loss of up to 1 week of data/work.</li> <li>• Mostly recoverable.</li> </ul> <p>Business Interruption:</p> <ul style="list-style-type: none"> <li>• 1 week or less.</li> <li>• No real long-term effect.</li> </ul> <p>Reputation:</p> <ul style="list-style-type: none"> <li>• No media coverage.</li> </ul>

	<ul style="list-style-type: none"> <li>• Some negative social media attention.</li> <li>• Formal concerns raised by members of the school community.</li> </ul> <p>Annual Operating Revenue:</p> <ul style="list-style-type: none"> <li>• A loss of less than 5% of annual operating revenue.</li> </ul> <p>Governance Impact:</p> <ul style="list-style-type: none"> <li>• Technical breaches of laws or external standards or partial non-compliance with internal standards, policies and procedures.</li> </ul> <p>Staff Morale and Performance:</p> <ul style="list-style-type: none"> <li>• Minimum impact confined to small number of staff.</li> </ul>
<b>Insignificant</b>	<p>Life/Health:</p> <ul style="list-style-type: none"> <li>• Slight injury requires First Aid only.</li> <li>• No lost time.</li> </ul> <p>Physical Assets:</p> <ul style="list-style-type: none"> <li>• Localised damage, easily repaired.</li> </ul> <p>Non-Physical Assets:</p> <ul style="list-style-type: none"> <li>• Fully recoverable loss of 1 day's data or work in progress.</li> </ul> <p>Business Interruption:</p> <ul style="list-style-type: none"> <li>• Minimal.</li> <li>• No long-term effect.</li> </ul> <p>Reputation:</p> <ul style="list-style-type: none"> <li>• No media coverage.</li> <li>• No social media activity.</li> <li>• Questions raised by a small number of school community members.</li> </ul> <p>Annual Operating Revenue:</p>

- Little or no impact on annual operating revenue.

Governance Impact:

- Minor breaches of internal standards, policies and procedures.

Staff Morale and Performance:

- No impact on morale and performance.

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## Setting the Overall Risk Rating

Likelihood	vs Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	M	H	E	E
Likely	L	M	H	E	E
Possible	L	M	M	H	E
Unlikely	L	L	M	M	H
Rare	L	L	L	M	H

Overall Risk Rating indicators will be a result of the Likelihood vs Consequence



## Policy Administration

This policy is scheduled for review 3 yearly or more frequently where appropriate. All policies have been reviewed and approved by the relevant Executive Leadership Team member.

Reviewed date: 2025