

## DOBCEL POLICY AND PROCEDURE OVERVIEW

<b>Policy Title</b>	Occupational Health and Safety Policy
<b>Procedure Title</b>	N/A
<b>Accompanying Documents</b>	<ul style="list-style-type: none"> <li>• DOBCEL OHS Consultation, Roles and Responsibilities Guide</li> <li>• DOBCEL Health and Safety Committee Terms of Reference</li> </ul>
<b>eSORT document location</b>	Section 1: Compliance & Statutory Requirements 4.1 Student Care, Safety and Welfare
<b>Date</b>	4 March 2021

***Access the abovenamed document(s) via eSORT.***

### What is the basis for revising this document?

- The Minimum Standards for school registration (and school reviews)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe handbook for workplaces – OHS in schools

### Key changes

- These documents have been created to support the OHS Policy recently shared with the schools
- The OHS Consultation Roles and Responsibilities Guide provides a more detailed description of:
  - the consultation and communication arrangements to be adopted by DOBCEL
  - the roles and responsibilities for Principals, Employees and Health and Safety Representatives (HSRs)
  - the new DOBCEL OHS Issue Resolution process for the appropriate escalation of health and safety matters
- The Health and Safety Committee Terms of Reference document provides a more detailed description of:
  - the establishment of a new DOBCEL Health and Safety Committee (HSC)
  - the roles and responsibilities of the committee members
  - the structure of the committee meetings
  - the nomination and appointment of HSC representatives

### Action required – by 1 April 2021

- Retire the existing OHS Consultation, Roles and Responsibilities Guide and Health and Safety Committee Terms of Reference documents referenced on the school's eSORT tree
- Archive the document as an historical record for future reference
- Upload the new DOBCEL OHS Consultation, Roles and Responsibilities Guide and Health and Safety Committee Terms of Reference to the school's eSORT tree
- Brief staff on the new DOBCEL OHS Guide and Terms of Reference documents
- Update references in the staff manual/handbook and in the induction process for all new employees