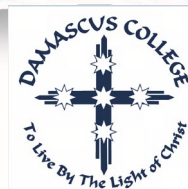




# OHS Consultation, Roles and Responsibilities Guide

Reviewed: March 2021

Next Review: March 2022



## Rationale

This guide defines the roles and responsibilities of all DOBCEL employees in relation to consultation and communication processes aimed to resolve Occupational Health & Safety (OHS) issues as far as reasonably practicable. Consultation will lead to:

- more informed decision based on a wider range of ideas and resolution options
- greater trust and alignment between employees and leadership
- better understanding of OHS issues and the decisions making processes to address them; and
- more effective OHS issue resolutions.

## Definitions

**Consultation:** Providing employees with a bona fide opportunity to influence decisions made by Catholic Education Ballarat (CEB) Leadership as the administrative arm of DOBCEL. While consultation is not joint decision-making, it does allow for decisions to be more informed.

**Designated Work Group (DWG):** A group of employees determined on the basis of location, type of work, number of employees, and the nature of hazards or working arrangements.

**Health and Safety Committee (HSC):** A forum for open communication and consultation between employees and the CEB Leaders dedicated to health and safety in the workplace.

**Health and Safety Representative (HSR)** is an elected employee tasked to represent the perspective and opinion of a group of employees in the consultation processes on health and safety matters.

**Leadership Group:** The Catholic Education Ballarat Leadership Group.

**Occupational Health and Safety (OHS)** is the management of risks to health and safety in the workplace. This includes the health and safety of staff, visitors, contractors and students. Matters relating to safeguarding of children and young people, student wellbeing will be managed in accordance with the relevant CEB policy and procedure.

**Employee:** includes all fixed term, permanent, part time and contractor employees.

## Guide

### Commitment to consultation

Catholic Education Ballarat, as the administrative arm of DOBCEL will facilitate formal employee consultation processes to ensure that employees have the opportunity to be genuinely engaged on matters that affect, or may affect, their health and safety.

## **When to consult**

Consultation with employees will be undertaken when:

- identifying hazards and implementing risk control measures
- developing and reviewing of OHS plans
- workplace changes are proposed that may directly affect the health and safety of employees including changes to:
  - the work environment, including proposed construction works
  - work processes; and
  - the use of machinery and equipment

## **DOBCEL Health and Safety Committee**

- The Health and Safety Committee (HSC) is a forum for employee to raise and discuss concerns, decisions and activities that may affect their health and safety
- The Health and Safety Committee (HSC) will consist of 50% CEB Management representatives and 50% Employee representation (HSRs)
- HSRs on the Committee must be given a reasonable opportunity to express views and have those views taken into account and inform decisions that are made
- HSRs will represent employees and participate on the HSC
- Dedicated time to review employee OHS issues and serious incident reports will be items on the Committee agenda
- Minutes will be taken for the DOBCEL HSC and made available to all employees; and
- Decisions made by the Committee must be communicated to all employees in a timely manner and be easily understood

Where schools establish a local HSC they must follow the same procedure in relation to OHS consultation as outlined above. The DOBCEL Health and Safety Committee can be used as an escalation point for OHS matters that cannot be resolved at the local level.

## **Employee Health and Safety Representatives (HSRs)**

- Employee representatives once elected will have a term of 3 years
- Elections for Health and Safety Representatives (HSRs) for the DOBCEL Health and safety committee will be facilitated by Catholic Education Ballarat
- Where DOBCEL Schools elect to have a local OHS committee the school will facilitate the election process; and
- HSRs are to be invited to be a part of OHS planning, auditing, inspections and issue resolution processes for their school or designated work group

## **External Providers**

- OHS consultation will include external service providers and their employees that may be affected by any changes in DOBCEL workplaces.

## **OHS General Responsibilities**

As defined in Sections 21, 22, 23 and 25 of the OHS Act 2004 (VIC)

## Specific Roles and Responsibilities

### All DOBCEL Employees

All staff are required to take all reasonably practicable steps to:

- take care of their own health and safety
- carefully consider how their acts or omissions may affect the safety of others
- assist DOBCEL to take all reasonable actions to comply with the OHS Act
- not intentionally or recklessly interfere with or misuse any school or office resources that may impact on their health, safety and welfare or that of others
- comply with all *Safe Working Procedures* and safe systems of work at all times
- use appropriate *Personal Protective Equipment (PPE)* at all times it is required
- report all hazards identified and incidents that occur in the workplace
- assist with the preparation of risk assessments and implementation of risk control measures in relation to identified hazards
- update their school or office leadership about any medical condition they have that:
  - is life threatening or may require Emergency Services to be called
  - could impact on their ability to perform their duties
- complete all OHS, anaphylaxis, asthma, first aid & emergency management training courses, as required
- participate in all safety and compliance briefings as directed
- complete all site safety inductions as required; and
- undertake all other health and safety duties as directed

### Executive Director of Catholic Education Ballarat

The Executive Director has the following responsibilities to:

- **Provide leadership on health and safety by:**
  - promoting safety as a core responsibility of all DOBCEL employees
  - ensure that all employees are aware of the DOBCEL *OHS Consultation, Roles and Responsibilities Guide*
  - requiring the CEB Leadership Team to actively participate in health and safety meetings, briefings, observations, inspections and audits
  - ensuring employees have access to information, education and training to enable them to perform their work in ways that is safe; and
  - endorse a DOBCEL OHS plan in consultation with the CEB Leadership Team, detailing safety initiatives, targets and objectives
- Ensure all DOBCEL employees and workplaces meet OHS requirements as defined by DET and VRQA requirements

### School Principal/ Catholic Education Ballarat Leadership Group

School Principals and DOBCEL Deputy and Assistant Directors have the following responsibilities to:

- provide leadership on health and safety by promoting workplace consultation with the employees and elected HSRs
- provide updates on OHS planning
- demonstrate a commitment to OHS through active involvement in health and safety meetings, training, observations, inspections and audits
- consult with the designated HSRs on any changes at the workplace that could affect the health or safety of staff, in accordance with S36 of the OHS Act 2004; and
- complete all OHS training courses, as required

## Deputy Principals and Catholic Education Ballarat Managers/Team Leaders

The Principal / Deputy Principals and DOBCEL Managers have the following responsibilities to:

- oversee the implementation of the School or Office OHS plan
- facilitate health and safety meetings/discussions each term
- demonstrate a commitment to OHS through active involvement in OHS meetings, training, observations, inspections and audits
- provide encouragement time and support to elected HSRs so they can fulfil their role in identifying hazards and risks assessing them
- consult with the designated HSRs on any changes that may affect health or safety
- identify employees that require safety training, information and education e.g. Anaphylaxis, Asthma, First Aid and facilitating the necessary training
- liaise with the School or office leadership team to ensure appropriate supervision and support is provided for all employees, based on their capability and work risk levels
- maintain minutes of OHS meetings that are to be held each term
- provide feedback to employees on progress towards OHS issue resolutions; and
- complete all OHS training courses, as required.

## Health and Safety Representative (HSR) Responsibilities

The Health and Safety Representative (HSR) has the following responsibilities to:

- represent DWG employees on the relevant Health and Safety Committee (HSC)
- report to school leadership on all health and safety matters (school HSRs)
- report to DOBCEL leadership on all health and safety matters (office based HSRs)
- discuss and resolve the health and safety concern with the employer
- conduct site safety orientations for new staff, e.g. emergency management plans, assembly areas, fire extinguisher locations, and first aid kit locations
- represent the employee perspective on the development of OHS policies, procedures and plans
- assist the employer to identify workplace hazards and risk, and to improve workplace safety
- make recommendations for OHS training of employees
- use a mutually agreed amount of allocated time in normal work hours each fortnight, to address health and safety matters. This includes:
  - attending committee meetings
  - talking to staff and meeting with other HSRs
- liaise with the DOBCEL OHS Coordinator as required
- follow the DOBCEL *OHS Issue Resolution flowchart* to resolve all issues (see Appendix One)
- issue Provisional Improvement Notices (PIN) only as a matter of last resort. For example, if the HSR believes, on reasonable grounds, that the employer is in breach of the OHS Act or Regulations, and the employer has not taken reasonable steps to resolve the breach or to avoid a repeat occurrence; and
- complete all OHS training courses as required

## School Compliance Risk Support Officers (CARSOs)

All School CARSOs have the following responsibilities to:

- assist the School Principal to report on all the activities detailed in the school or office location OHS plan. These include (but not limited to):

Asbestos Management	Chemical Management	Confined Space Entry
Consultation & Communication	Electrical Safety	Emergency Management

External Provider Management	Environment	First Aid & Infection Control
Hazard ID & Incident Notification	Manual Handling & Ergonomics	OHS Planning
OHS Training	Plant & Equipment	OHS Record Keeping
Risk Management	Safe Working at Heights	Tours & Excursions
Traffic Management		

- liaise with workplace leaders and HSRs to maintain all health and safety noticeboards in the workplace

## Issue Resolution

DOBCEL has an Occupational Health and Safety (OHS) Issue Resolution Flowchart (see Appendix One). This process is to be adopted by each school or office location and communicated to all staff. It must be displayed prominently on health and safety noticeboard(s) in school and office locations.

## Records

Records of all OHS consultation must be retained for thirty (30) years. Examples of records include: minutes of meetings, agenda, risk assessments, hazard and incident reports.

## References

- Section 35, Occupational Health and Safety Act 2004 (Vic)
- OHS Regulations 2017 (VIC)
- Education and Training Reform Act 2006
- Version No. 002 Children's Services Regulations 2009
- Education and Care Services National Law Act 2010 (CTH)
- Education and Care Services National Regulations 2011 (CTH)
- Victorian Registration and Qualification Authority (VRQA)
- Occupational Health and Safety Act 2004 (VIC)
- WorkSafe Victoria Consultation guidance material - <https://www.worksafe.vic.gov.au/consultationSafe>

## Supporting Documents

- DOBCEL OHS Policy and Procedures
- DOBCEL Health and Safety Committee Terms of Reference
- DOBCEL Election of Representatives for the DOBCEL Health and Safety Committee Guide

# Issue Resolution Flowchart

