POLICY: Occupational Health and Safety – Consultation and Issues Resolutions Procedures

1. STATEMENT OF BELIEF:
Drouin Secondary College (DSC) recognizes it has a responsibility to provide and maintain a working environment that is safe and without risks to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors to the school site. When issues occur a clear consultation and resolution process should be in place.

Objectives:
To outline the procedure for dealing with complaints raised in accordance with the College’s OHS policy (See Occupational Health and Safety Policy). This policy should be considered with the DEECD Consultation & Communication policy.

2. IMPLEMENTATION:
2.1 Staff member becomes aware of issue and raises issue with either Faculty Coordinator/KLD Coordinator/OH&S Management Officer or OH&S Staff Representative by completing a Health and Safety Hazard Report. Minor issues are submitted to the Maintenance Manager for immediate investigation and rectification. Major or Urgent issues must be reported to the OH&S Management Officer and the OH&S Staff Representative. If in doubt, the matter should be treated as a major/urgent issue.

2.2 On receiving a report, the OH&S Management Officer and Staff Representative and Principal Executive will liaise and discuss issues that need urgent resolution and take appropriate action.

2.3 Where the Management Officer and OH&S representative consider that the issue does not require immediate attention the matter will brought to the next appropriate meeting of the Principal Executive for discussion and further investigation. The Principal Executive will report its recommendations directly to Building and Grounds or College Council where appropriate.

2.4 Issue will be discussed and recommendations documented and implemented where appropriate.

2.5 If the issue remains unresolved, the OH&S Management Officer and OH&S Staff Representative will meet with the staff member/s concerned.

2.6 If issue still unresolved, a OH&S Consultant may be called upon for support and advice.

2.7 If issue still not resolved, Victorian WorkSafe Field Officer may be called upon for support and advice.

3. EVALUATION:

This policy will be reviewed by the Education Policy Committee as part of the school’s one-year cycle.
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AN OCCUPATIONAL HEALTH OR SAFETY ISSUE ARISES

STAFF FILL IN A OHS REPORT: Urgent/Major items go directly to Management Officer and OHS Staff Representative for consideration. Minor items go to Maintenance Manager for immediate investigation and rectification. If in doubt, the matter should be treated as an urgent/major matter.

The OHS Staff Representative and the Management Officer will liaise and discuss issues that need URGENT resolution and the Management officer will take appropriate action.

NON-URGENT issues will be discussed at the next Principal Executive meeting as part of the OHS report where recommendations for action will be documented and implemented when appropriate.

ISSUE UNRESOLVED
OHS Management Officer and Staff Representative to meet with staff member/s involved

Management Officer and/or employee may contact a NOEL ARNOLD & ASSOCIATE CONSULTANT for advice

ISSUE RESOLVED and Management Officer informs the relevant staff in writing

WORK SAFE Field Officer may be contacted for advice.

This policy was last reviewed by School Council in: 2012