



Tanglin Gippsland Occupational Health and Safety Policy

1	Overview.....	2
2	Definitions.....	2
3	Details.....	2
4	Roles and Responsibilities.....	6
5	Policy Review	7

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 The purpose of this policy is to:
 - 1.1.1 Guide Tanglin Australia Pty Ltd (“Tanglin”) to maintain a safe and healthy environment for all students, staff, contractors, and visitors; and
 - 1.1.2 To ensure that everyone in the workplace understands Tanglin Australia’s expectations regarding health and safety, and their role in contributing to a safe workplace.
- 1.2 The commitment and cooperation of all staff, contractors, students, and visitors is required to promote an effective safe and healthy culture through responsible adherence to appropriate procedures and practices, for the safety of themselves and others.
- 1.3 At Tanglin, it is acknowledged that the organisation has a responsibility to model healthy and safe workplace practices to students, who are the employees and employers of the future.

2 Definitions

- 2.1 *Employees*, for the purposes of occupational health and safety matters, refers to staff members but also extends to include independent contractors and their employees who enter the campus, in relation to the performance of duties over which Tanglin has control or would normally have control.
- 2.2 *Others in the workplace* refers to everyone other than staff members, including students, parents, volunteers and visitors.
- 2.3 *Reasonably practicable* involves doing what can be done in the light of: (1) the severity of a risk; (2) knowledge about a risk and any methods of removing or minimising such risk; (3) the availability and suitability of ways to remove or minimise a risk; and (4) the cost of removing or minimising a risk.
- 2.4 *OHS* where used within this policy and related documents refers to occupational health and safety.
- 2.5 *HSRs* refers to Health & Safety Representatives elected to represent staff members in relation to their health and safety, and whose names shall be clearly displayed and/or otherwise communicated to staff members.

3 Details

3.1. Legal Responsibilities

- 3.1.1. Tanglin shall seek to comply with all relevant legislation, including the Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017, Dangerous Goods Act 1985, Environmental Protection Act 1970 and Workplace Injury Rehabilitation and Compensation Act 2013.
- 3.1.2. Compliance codes and codes of practice provide practical guidance to those who have duties or obligations under occupational health and safety, dangerous goods and worker’s compensation legislation. While compliance codes and codes of practice are not mandatory, it is deemed that there is compliance with the Act or Duty Regulation covered by the code.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

Where it is reasonably practicable to do so, relevant staff members at Tanglin are asked to observe these codes.

3.1.3. Tanglin shall comply with Part 5 – Duties of the OHS Act 2004 and report all serious incidents to Worksafe.

3.1.4. Tanglin shall comply with return-to-work obligations under Victorian worker’s compensation legislation.

3.2. Mutual responsibility

3.2.1. All members of the campus community are expected to take appropriate responsibility for OHS, both for their own wellbeing and for the wellbeing of those they interact with.

3.2.2. It is to be recognised that health and safety includes both physical and psychological wellbeing.

3.2.3. Staff members have a responsibility to develop a culture of mutual responsibility, care and protection. They should take seriously the wellbeing of students, and act to minimise risks of harm to students and other staff members, particularly when teaching or supervising activities.

3.2.4. Students should be encouraged to behave responsibly so that they and their fellow students can share a safe and healthy environment.

3.2.5. Others working or volunteering at the campus or in related activities, or visiting the campus, shall be requested to exercise care to ensure the safety of themselves and others.

3.3. Duty of care

3.3.1. So far as is reasonably practicable, the health and safety of employees and others (including students, parents, volunteers and visitors) shall not be placed at risk when they are at campus or otherwise engaged in related activities.

3.3.2. Duty of care shall be applied by a systematic approach that includes:

- having a clear expectation of staff members with respect to safety and wellbeing
- training, consultation and communication with staff, contractors and volunteers as appropriate
- maintaining a safe and healthy work environment, with safe facilities and equipment
- being prepared for incidents, should they occur
- monitoring hazards and risks and seeking to improve OHS so far as reasonably practicable.

3.4. Consultation and engagement

3.4.1. Tanglin shall fulfil its obligations to facilitate the appointment and training of HSRs to represent staff members in relation to their health and safety.

3.4.2. To engage staff members as part of an ongoing commitment to OHS education, time shall be set aside at campus staff meetings in all areas at least once per month for OHS-related

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

discussion of any OHS concerns. Training, and specific professional development opportunities shall be facilitated as required across the campuses.

- 3.4.3. To engage staff members, volunteers and contractors in the task of maintaining a safe and healthy school environment, Tanglin shall:
 - demonstrate in words and actions, a commitment to OHS at all leadership levels
 - require behaviour that promotes and safeguards a healthy and safe school environment.
- 3.4.4. Tanglin shall consult with staff members, contractors and volunteers with regard to OHS matters as applicable and appropriate by sharing relevant information and providing them with reasonable opportunities to raise OHS issues, express views and opinions, and contribute to decision-making.
- 3.4.5. The views and opinions of staff members, contractors and volunteers shall be considered when making decisions and advised about the outcome.

3.5. OHS system

- 3.5.1. Tanglin shall manage the health and safety of students, staff members and others by:
 - modelling behaviour at all leadership levels that promotes OHS
 - establishing policies and setting up systems to manage OHS
 - following an annual OHS checklist
 - communicating with and training staff members, contractors and volunteers as appropriate, with regard to their roles and responsibilities to maintain a safe environment;
 - managing risks by establishing formal processes to identify and eliminate hazards where it is reasonably practicable to do so
 - reporting and investigating any incidents that arise.
- 3.5.2. The Leadership Team shall meet regularly throughout the year to review hazard, incident and workplace inspection reports and progress with OHS training and any outstanding checklist issues.
- 3.5.3. An Incident Summary Register shall be maintained and any OHS matters communicated to the Leadership Team.
- 3.5.4. Compliance checklists as assigned to outside bodies for completion and staff shall be completed at regular intervals and presented to the Leadership Team to ensure active engagement in risk management and compliance with OHS laws and policies are in place.
- 3.5.5. The OHS system shall be documented, and related policies and documents kept up-to-date and accessible.

3.6. Annual planning

- 3.6.1. The Leadership Team shall develop and maintain a procedural document and checklist that:
 - outlines tasks required to meet policy responsibilities
 - assigns responsibility to individuals for completion of the above tasks
- 3.6.2. The Leadership Team shall prepare an annual OHS document that will:

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

- identify areas for improvement, and prepare and schedule plans to make improvements
- review all hazards that have been experienced in the work environment and review the related risks and risk remedies, and consider any areas for improvement and prepare and schedule plans to make improvements
- monitor and review the regular planned workplace inspections
- schedule communication and training activities for staff members, contractors, volunteers and others, as appropriate.

3.7. Continuous improvement

3.7.1. All incidents must be documented and appropriate action taken.

3.7.2. When there are changes in workplace practices, any risks resulting from such changes shall be identified and accommodated.

3.8. Training and communication

3.8.1. As part of their induction, all new staff members must be familiar with Tanglin’s OHS policies and their OHS responsibilities.

3.8.2. Ongoing training shall be provided to staff members as required to reinforce specific OHS responsibilities.

3.8.3. HSRs shall be provided with time to attend training courses and to fulfil their role.

3.8.4. Volunteers must be informed and trained about relevant OHS procedures and rules.

3.8.5. Students shall be appropriately informed regarding the OHS rules that apply to them.

3.9. Risk management

3.9.1. Risk assessments in relation to activities shall be carried out and reviewed regularly.

3.9.2. The risks identified through risk assessments shall be eliminated or reduced as appropriate, and as reasonably practicable to do so.

3.10. Incident investigation and response

3.10.1. All incidents (including accidents, other incidents and near misses) shall be investigated and actions determined in order to prevent reoccurrences.

3.10.2. Tanglin shall plan how to respond to critical incidents, and in the event of a critical incident occurring, the causes of the incident and effectiveness of the response shall be reviewed to help prevent such incidents occurring again.

3.10.3. Tanglin shall fulfil its obligations to return injured employees to work as soon as possible, and to prevent a recurrence of the injury, in a carefully managed return-to-work program.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

4 Roles and Responsibilities

4.1 The Leadership Team will:

4.2 ensure that this policy is communicated to all staff and students;

- implement health and safety policies, procedures, and risk assessments;

4.3 recruit, train, and advise staff in line with activities required to prioritise and comply with health and safety legislation, including establishing Health & Safety Representatives (HSRs);

- consult with staff on matters that affect health and safety;
- promote safety, model safe behaviour, and lead by example on safety matters;
- ensure that tasks requiring specific qualifications, skills or experience are only undertaken by those competent to do so;
- provide and maintain appropriate and safe equipment, including personal protective equipment, for workers;
- ensure that staff are reporting all health and safety incidents, hazards, risks, and issues, and that reports are available to the Governing Body;
- maintain adequate records of all health and safety incidents, hazards, risks, and issues to ensure that safety issues can be addressed promptly;
- ensure that appropriate measures are taken to prevent a recurrence of an incident, hazard or risk;

4.4 ensure that notifiable incidents are promptly reported to WorkSafe Victoria;

4.5 monitor and review the risk management program to take into account changing conditions and circumstances at the workplace;

- where appropriate, engage external consultants to ensure that health and safety is properly managed
- brief contractors and other visitors to the workplace on relevant safety procedures;
- supervise visitors and, where appropriate, provide personal protective equipment;
- ensure that staff are empowered to cease work immediately if they consider that they cannot safely perform a task.

4.6 All Staff will:

- take reasonable care of their own health, safety, and wellbeing and that of others who may be affected by their acts or omissions;
- follow health and safety practices and procedures, including immediately reporting accidents, incidents, hazards or near misses;
- stop work if it is necessary to do so to address a risk, or avoid harm to any person;
- undertake all necessary inspections, maintenance, repairs, cleaning, modifications and housekeeping tasks in a timely manner;
- undertake training so they know about their OHS obligations and responsibilities;

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

- only perform tasks for which they are competent;
- only use equipment and machinery which they have been trained to use safely;
- make use of all necessary control measures and personal protective equipment provided;
- participate in consultation around safety measures, and contribute to risk assessments that affect their role and activities;
- comply with safety directions and cooperate with supervisors to achieve OHS aims;
- ensure that all students under their care receive adequate information, instruction, training, and supervision to enable them to take reasonable care of their own health, safety, and wellbeing;
- maintain a level of fitness that allows them to engage in the outdoor education program;
- comply with rules that set Tanglin as a non-smoking and vaping campus

4.7 All Students will:

- take reasonable care of their own health, safety, and wellbeing and that of others who may be affected by what they have or have not done;
- follow the health and safety practices and procedures which they have been made aware of;
- not interfere with or misuse anything provided in the interests of health and safety;
- report accidents, incidents, hazards and near misses to a member of staff.

4.8 All Contractors and Visitors will:

- take reasonable care of their own health, safety, and wellbeing and that of others who may be affected by what they have or have not done;
- follow health and safety practices and procedures, including reporting accidents, incidents, hazards or near misses to a member of staff;
- not interfere with or misuse anything provided in the interests of health and safety, and comply with all rules and regulations applicable to them;
- comply with safety directions and cooperate with staff on safety matters;

5 Policy Review

5.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. *Leadership Team* consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.

5.2 Any significant changes to this policy must be approved by the Board.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

6 Appendix

References

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Equipment (Public Safety) Regulations 2017

Worksafe website: [worksafe.vic.gov.au](https://www.worksafe.vic.gov.au)

[Occupational Health, Safety and Wellbeing Management in Schools](#) (Victoria)

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026