

Department of Education and Training

Occupational Health and Safety Management System

Audit Report

Iramoo Primary School

7 September 2017

OHS Management System Audit Report

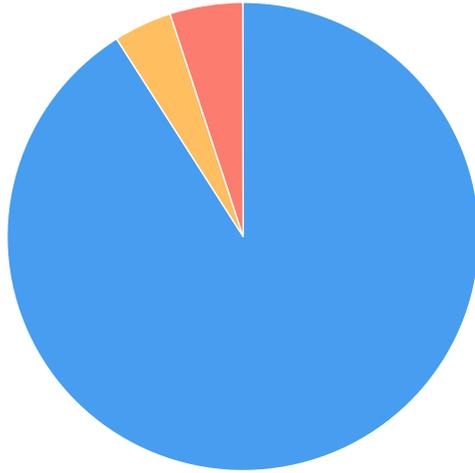
School/Workplace:	Iramoo Primary School
Date of audit:	7 September 2017
Introduction:	<p>The Department of Education and Training (DET) has developed and implemented an OHS Management System (OHSMS) based on AS/NZS 4801: Occupational Health and Safety Management Systems.</p> <p>Ernst and Young (EY) has been engaged by DET to conduct an audit¹ at Iramoo Primary School to independently assess and verify the level of effectiveness in implementing and complying with the requirements of the DET OHSMS.</p> <p>The following audit report outlines the findings and recommendations from the audit conducted at Iramoo Primary School on 7 September 2017 by EY.</p>
Purpose and scope:	<p>The audit specifically focuses on the requirements of the following key elements:</p> <ul style="list-style-type: none"> • Element 1: OHS planning • Element 2: Consultation and communication • Element 3: Risk and hazard management • Element 4: Incident reporting and investigation • Element 5: Emergency management • Element 6: First aid • Element 7: OHS induction and training • Element 8: Contractor management • Element 9: OHS purchasing
Audit Approach:	<p>The audit was undertaken using the following approach:</p> <ol style="list-style-type: none"> 1. Completing a review of the available site specific documentation on the day of the audit 2. Conducting discussions with key personnel including but not limited to: <ul style="list-style-type: none"> • Workplace Manager/Principal: Ray Burrell • Health and Safety Representative: Peter Mills • First Aid Officer: Sandra Cameron • Business Manager: Janet Wyatt 3. Completing a walk-through of key representative areas of the school/workplace including but not limited to: <ul style="list-style-type: none"> • Main offices and staff rooms • Library • Classrooms including art and music room • Laboratory • Sports storerooms and gymnasium • First Aid Room • Canteen • Car parks • General school grounds • Cleaning and maintenance storerooms
Acknowledgement:	The audit process has required significant input and assistance from management and employees, all of which are sincerely appreciated.

¹ The quality assurance services provided to the Department by EY are advisory in nature and thus do not constitute an audit, a review or an engagement to perform agreed-upon procedures in accordance with the Australian Auditing Standards is required for this purpose.

<p>Audit scores:</p>	<p>Schools/workplaces are assessed against each applicable requirement based on the following rating system:</p> <table border="1" data-bbox="472 255 1390 719"> <thead> <tr> <th>Rating</th> <th>Description</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Conformance</td> <td>DET OHSMS requirements are integrated into applicable workplace activities and there is evidence demonstrating effective implementation.</td> <td>100%</td> </tr> <tr> <td>Partial conformance</td> <td>The workplace is in the early stages of implementation and has implemented some of the applicable requirements of the DET OHSMS.</td> <td>50%</td> </tr> <tr> <td>Non-conformance</td> <td>The workplace has not commenced implementing the applicable requirements of the DET OHSMS and/or there is no evidence to verify implementation of the requirement being assessed.</td> <td>0%</td> </tr> <tr> <td>Not applicable</td> <td colspan="2">The requirement is not applicable to the workplace. These requirements will be excluded from the percentage score of the element to which they apply and from the final score.</td> </tr> </tbody> </table> <p>Finally, the audit score is determined using a weighted average of the DET OHSMS. For example, Element 3: Risk and Hazards Management weights higher than Element 1: OHS Planning.</p>	Rating	Description	Score	Conformance	DET OHSMS requirements are integrated into applicable workplace activities and there is evidence demonstrating effective implementation.	100%	Partial conformance	The workplace is in the early stages of implementation and has implemented some of the applicable requirements of the DET OHSMS.	50%	Non-conformance	The workplace has not commenced implementing the applicable requirements of the DET OHSMS and/or there is no evidence to verify implementation of the requirement being assessed.	0%	Not applicable	The requirement is not applicable to the workplace. These requirements will be excluded from the percentage score of the element to which they apply and from the final score.	
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<p>Corrective actions and next steps:</p>	<p>Where a school/workplace receives a partial or non-conformance score for a particular requirement, a corrective action and due date for completion is specified. Corrective actions are prioritised based on the importance/risk of the audit finding as follows:</p> <table border="1" data-bbox="472 1046 1390 1182"> <thead> <tr> <th>Rating</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>High</td> <td>Corrective action is to be implemented within 3 months.</td> </tr> <tr> <td>Medium/High</td> <td>Corrective action is to be implemented within 6 months.</td> </tr> <tr> <td>Medium/Low</td> <td>Corrective action is to be implemented within 9 months.</td> </tr> </tbody> </table> <p>Corrective actions need to be completed by schools/workplaces and reported on the online portal available at: https://detsaferschools.com.au</p> <p>Evidence demonstrating that corrective actions have been completed is required to be uploaded into the portal.</p>	Rating	Description	High	Corrective action is to be implemented within 3 months.	Medium/High	Corrective action is to be implemented within 6 months.	Medium/Low	Corrective action is to be implemented within 9 months.							
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<p>Further support:</p>	<ul style="list-style-type: none"> For support with implementing the recommendations from the audit please contact the DET OHS Advisory Service on 1300 074 715 or email: safety@edumail.vic.gov.au More information on the DET OHSMS is available at: http://www.education.vic.gov.au/hrweb/safetyhw/Pages/ohsmgtsystem.aspx For more information on how to use the online portal to report completed corrective actions, a Web Portal Users Guide is available from: https://detsaferschools.com.au If you experience problems in accessing the online portal please contact the EY helpline on 1800 004 747 or via email: vicschools.whs@au.ey.com 															

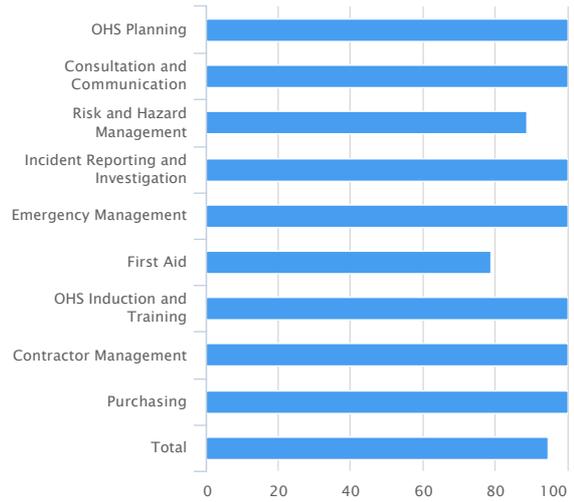
Results for Iramoo Primary School

Conformances



Conformance	91%
Partial conformance	4%
Non conformance	5%

Scores



OHS Planning	100%
Consultation and Communication	100%
Risk and Hazard Management	89%
Incident Reporting and Investigation	100%
Emergency Management	100%
First Aid	79%
OHS Induction and Training	100%
Contractor Management	100%
Purchasing	100%
Total	95%

Element	Conformance	Partial conformance	Non conformance		
▼ OHS Planning	100%	0%	0%		
Requirement	Score	Observation	Recommendation	Corrective action	Due date
The workplace has developed and implemented an OHS Activities Calendar or equivalent.	Conformance	The workplace has a finalised OHS Activities Calendar or equivalent.			
The OHS Activities Calendar includes mandatory activities.	Conformance	The OHS Activities Calendar includes all OHS activities relevant to the workplace.			
Responsible persons and/or resources, and the frequency in which the identified OHS activities will be implemented is clearly specified in the OHS Activities Calendar.	Conformance	A responsible person(s) and/or resources, as well as implementation frequency, have been determined for all of the OHS activities identified in the OHS Activities Calendar or equivalent.			
The OHS Activities Calendar or equivalent is reviewed at least on a monthly basis or after relevant milestones or events have	Conformance	The OHS Activities Calendar is reviewed on a monthly basis and all activities identified in the OHS Activities Calendar have been			

occurred. Records demonstrate that the activities identified in the OHS Activities Calendar have been implemented as planned.

implemented as planned.

The OHS Activity Calendar is reviewed and completely updated every 12 months.

Conformance

Records demonstrate that the OHS Activity Calendar or equivalent is reviewed and completely updated every 12 months.

Element	Conformance	Partial conformance	Non conformance
▼ Consultation and Communication	100%	0%	0%

Requirement	Score	Observation	Recommendation	Corrective action	Due date
An OHS Committee meeting schedule has been established (minimum quarterly) and is included in the OHS Activities Calendar. Minutes of the meeting are being recorded and displayed on the OHS Noticeboard.	Conformance	A quarterly OHS Committee meeting schedule has been established on the OHS Activities Calendar. Minutes of the meeting are recorded and displayed on the OHS Noticeboard.			
The Health and Safety Representative (HSR) has completed the required training.	Conformance	The HSR has attended both the five day OHS training and one day refresher training if they have been in the role for more than a year (approved by WorkSafe Victoria).			
Communication forums where OHS is discussed as a standing agenda item have been established and are held on a monthly basis (e.g. staff meetings).	Conformance	One or more communication forums (or equivalent mechanisms) have been established where OHS is discussed as a standing agenda and are performed on a monthly basis. Records or minutes are maintained detailing the forum dates and items discussed.			
At least one OHS Notice Board is established in the workplace.	Conformance	At least one OHS Notice Board is established in the workplace.			
OHS Notice Board is displayed and contains the minimum 11 mandatory items.	Conformance	The OHS Noticeboard contains the minimum mandatory requirements.			
Safety signage has been appropriately selected, displayed and maintained.	Conformance	Safety signage is adequately displayed throughout the workplace.			

Element	Conformance	Partial conformance	Non conformance		
▼ Risk and Hazard Management	91%	0%	9%		
Requirement	Score	Observation	Recommendation	Corrective action	Due date
An OHS Risk Register has been developed for the workplace.	Conformance	The workplace has a developed and finalised an OHS Risk Register including OHS hazards, risk levels and management controls.			
The OHS Risk Register is reviewed and updated on an annual basis or when required.	Conformance	The OHS Risk Register is reviewed annually and/or when required.			
Regular OHS inspections are undertaken for all relevant workplace areas using the OHS Inspection Checklist. The results are reviewed by the Workplace Manager or OHS Nominee to verify that identified risks are being adequately managed.	Conformance	Records of the OHS Inspection Checklist demonstrate that: <ul style="list-style-type: none"> • Regular OHS inspections are undertaken as planned in the OHS Activities Calendar • All relevant areas have been inspected • Inspections are undertaken using the OHS Inspection Checklist • Inspection outcomes are reviewed by the Workplace Manager or OHS Nominee to verify that the identified risks are being adequately managed. 			
All relevant OHS hazards for the workplace have been identified and listed in the OHS Risk Register.	Non-Conformance	The OHS Risk Register does not identify all relevant OHS hazards for the workplace.	Identify all relevant OHS hazards for the workplace are document in the OHS Risk Register, including: <ul style="list-style-type: none"> • 3.4.3 Camps and Excursions For further guidance see: <ul style="list-style-type: none"> • OHS Risk Management Procedure (DEE ESWB-04-1-5) 	Action required	30 Nov 2017
Control measures for the OHS hazards identified in the OHS Risk Register have been defined following the Hierarchy of Controls.	Conformance	Risk control measures for the OHS hazards identified in the OHS Risk Register have been defined following the Hierarchy of Controls.			
The residual risk level for the OHS hazards identified in the OHS Risk Register for the workplace have been assessed and the risk levels are appropriate.	Conformance	The risk levels for the OHS hazards identified for the workplace were obtained following the OHS Risk Matrix and the DET Risk Management Methodology.			
A current Division 5 Asbestos Audit Report is available at the workplace.	Conformance	A current (conducted within the last 5 years) Division 5 Asbestos Audit Report was			

		available at the workplace.	
A School Asbestos Management Plan has been developed and implemented.	Conformance	A completed School Asbestos Management Plan has been developed and implemented.	
A current (updated within the last 3 months) Asbestos Register and Asbestos Label Register are available.	Conformance	A current Asbestos Register and Asbestos Label Register are available at the workplace.	
The school Principal, Asbestos Coordinator and other relevant personnel are appropriately trained in DET provided Asbestos Awareness Training and the online Asbestos Management eLearning Module.	Conformance	The school Principal, Asbestos Coordinator and other relevant personnel have attended Asbestos Awareness Training provided by DET and completed the online Asbestos Management eLearning Module. Records are kept on the OHS Training Planner/Register.	
Asbestos removal works are conducted following the School Asbestos Management Plan.	Conformance	Asbestos removal works were conducted following the School Asbestos Management Plan.	
Electrical equipment in the workplace has been identified and recorded on the Electrical Equipment Register (or contractor's equivalent).	Conformance	A sample of five items demonstrated that electrical equipment has been identified and recorded on the Electrical Equipment Register (or contractor's equivalent).	
Electrical equipment in the workplace is regularly inspected, tested and tagged.	Conformance	A sample of five items demonstrated that electrical equipment in the workplace is regularly inspected and tagged according to required testing frequencies specified on the Electrical Equipment Register.	
A documented risk assessment, which includes details of risk controls, has been completed for each task where employees are required to work at a height of 2 metres or more using the Task-Based Risk Management Form (or equivalent).	Conformance	A documented risk assessment, which includes details of risk controls, has been completed for each task where employees are required to work at a height of 2 metres or more using the Task-Based Risk Management Form (or equivalent) and records are maintained.	
Employees	Non-	Employees required	Enrol any employees required to work at height Action required 30 Nov 2017

<p>required to work at heights have completed Work Safely at Heights Training Course (RIIWH5204D) and this was completed less than three years ago.</p>	Conformance	<p>to work at height have not received the required training, it is no longer valid, and/or no evidence of training completion exists.</p>	<p>in the competency-based Work Safely at Heights Training Course (RIIWH5204D). Keep records of training certificates following completion of the course and record completed training in the OHS Training Planner/Register or equivalent.</p> <p>For more detail refer to:</p> <ul style="list-style-type: none"> • Prevention of Falls Procedure (DET ESWB-08-1-6)
<p>Students displaying behaviours of concern have been appropriately reported (e.g. IRIS Reports, local incident reports and eduSafe incident reports).</p>	Conformance	<p>A sample of up to five student records demonstrated that students displaying behaviours of concern have been appropriately reported (e.g. IRIS Reports, local incident reports and eduSafe incident reports).</p>	
<p>Workplace representatives are aware that post incident support, such as on-site counselling or/and an Employee Assistance Program is available upon request.</p>	Conformance	<p>Workplace representatives are aware that post incident support, such as on-site counselling or/and an Employee Assistance Program is available upon request.</p>	
<p>Parents are notified of behaviours of concern as soon as practicable after the behaviours occur.</p>	Conformance	<p>A sample of up to five student records demonstrated that parents were notified of behaviours of concern on the day the behaviours occurred.</p>	
<p>Behavioural support plans and student support groups have been developed or established.</p>	Conformance	<p>Behavioural support plans and student support groups have been developed or established.</p>	
<p>Staff have received adequate training on how to respond to behaviours of concern. Including:</p> <ul style="list-style-type: none"> • Positive behaviour training • Completion of challenging behavioural course • Completion of functional behavioural assessment training • Completion of training in de-escalation 	Conformance	<p>Staff are trained in responding to behaviours of concern and training records are maintained.</p>	
<p>A Traffic Management Plan has been developed which considers traffic flow on the whole site and includes all requirements.</p>	Conformance	<p>A Traffic Management Plan which considers traffic flow on the whole site has been developed.</p>	
<p>Risk controls have</p>	Conformance	<p>Risk controls for all</p>	

been implemented for all traffic-related hazards in accordance with the Traffic Management Plan.

traffic-related hazards have been implemented in accordance with the Traffic Management Plan.

Element	Conformance	Partial conformance	Non conformance		
▼ Incident Reporting and Investigation	100%	0%	0%		
Requirement	Score	Observation	Recommendation	Corrective action	Due date
All OHS incidents involving employees, contractors or visitors have been reported in eduSafe.	Conformance	Evidence indicates that OHS incidents have been reported in eduSafe.			
For the incidents tested: • An action plan was developed • A risk assessment was undertaken • Risk controls were implemented and the incident closed in the system.	Conformance	An action plan was developed, risks assessed and risk controls implemented for the sample of OHS incidents reported in eduSafe.			
First aid treatments tested were reported in CASES21.	Conformance	All of the significant first aid treatments cases tested were reported in CASES21.			

Element	Conformance	Partial conformance	Non conformance		
▼ Emergency Management	100%	0%	0%		
Requirement	Score	Observation	Recommendation	Corrective action	Due date
A workplace specific Emergency Management Plan has been developed following the Emergency Management Plan Template provided by DET.	Conformance	A workplace specific Emergency Management Plan has been developed following the Emergency Management Plan Template.			
A risk assessment has been completed as part of the Emergency Management Plan.	Conformance	A risk assessment has been completed as part of the Emergency Management Plan following Section 17 - Risk Assessment of the Emergency Management Plan Template.			
The Emergency Management Plan is reviewed annually and/or following an emergency or crisis and/or when improvement opportunities have been identified through emergency testing procedure rehearsals.	Conformance	Emergency Management Plan is reviewed annually and/or as required (e.g. following an emergency or crisis or when significant improvement opportunities have been identified through emergency testing procedure rehearsals).			
Emergency testing procedures are rehearsed on a	Conformance	Emergency testing procedures are rehearsed on a			

quarterly basis.
 quarterly basis and records exist to demonstrate this.

Element	Conformance	Partial conformance	Non conformance
▼ First Aid	50%	33%	17%

Requirement	Score	Observation	Recommendation	Corrective action	Due date
First aid requirements have been assessed for the workplace in consultation with the HSR and/or First Aid Officer and a First Aid Risk Assessment has been completed.	Partial Conformance	First aid requirements for the workplace have been assessed. However, no records of a First Aid Risk Assessment is maintained.	<p>Ensure records of the First Aid Risk Assessment are maintained detailing:</p> <ul style="list-style-type: none"> • Relevant person(s) involved and consulted • The type of work performed and nature of hazards • Potential illnesses or life threatening injuries • The size and layout of the workplace • The number and distribution of employees • The location of the site <p>For more information refer to:</p> <ul style="list-style-type: none"> • First Aid and Infection Prevention and Control Procedure (DET ESWB- 27-1-7) • First Aid Risk Assessment (DET ESWB-27-2-6) 	Action required	17 May 2018
Workplace complies with at least the minimum first aid officers, kits and rooms as described in the First Aid Risk Assessment Form.	Conformance	Workplace complies with the minimum first aid officers, first aid kits and rooms required for their school type.			
First aid rooms (when applicable) are available and comply with the minimum first aid room requirements.	Conformance	First aid room(s) comply with the minimum requirements.			
Regular inspections of first aid facilities, including a review of first aid kits are undertaken as planned or as required.	Partial Conformance	First aid facilities and First Aid Kits reviews have been performed, however some content is out of date and/or records are not maintained to demonstrate these checks were performed.	<p>Use the First Aid Kit Contents Checklist to record inspections of First Aid Kits and Facilities. Ensure to replace out of date content and maintain records of completed inspections.</p> <p>For more information refer to:</p> <ul style="list-style-type: none"> • First Aid and Infection Prevention and Control Procedure (DET ESWB- 27-1-7) • First Aid Kits Contents Checklist (DET ESWB-27-5-5) 	Action required	22 Feb 2018
Infection control procedures are understood and applied by responsible person(s).	Non-Conformance	The Safe Work Procedure for Cleaning and Handling of Blood and Body Fluids is not displayed, not signed off by the responsible person(s) and/or an interview with the workplace responsible person(s) indicated that the First Aid and Infection Prevention and Control procedure is not fully known and understood by workplace responsible person(s).	<p>Ensure the Safe Work Procedure for Cleaning and Handling of Blood and Body Fluids is displayed, signed off and understood by the responsible person at the workplace.</p> <p>For more information refer to:</p> <ul style="list-style-type: none"> • First Aid and Infection Prevention and Control Procedure (DET ESWB- 27-1-7) 	Action required	22 Feb 2018
First aid officer(s) has undertaken recognised first aid training that meets the requirements of:	Conformance	Records are maintained demonstrating that the First Aid Officer(s) has			

• Provide First Aid - HLT AID 003
 • Annual refresher for Cardiopulmonary Resuscitation (CPR) - HLT AID 001.

successfully completed both mandatory training requirements.

Element	Conformance	Partial conformance	Non conformance
▼ OHS Induction and Training	100%	0%	0%

Requirement	Score	Observation	Recommendation	Corrective action	Due date
An OHS induction process has been developed for employees that includes the training requirements specified in the OHS Induction Checklist.	Conformance	An OHS induction process has been developed for all employees that includes the requirements specified in the OHS Induction Checklist.			
OHS Training Plan/Register or equivalent template has been developed and is kept up to date with additional training needs included where identified.	Conformance	An OHS Training Plan/Register or equivalent template has been developed and is updated when additional training needs are identified.			
OHS training has been scheduled and/or completed according to the OHS Training Plan/Register or equivalent template.	Conformance	A sample of up to five employee training records demonstrated that OHS induction and identified training has been provided to employees as scheduled.			
Employees have completed all mandatory online OHS training, including: • OHS for Employees - Refresher • Ergonomics - Refresher • Manual Handling - Refresher • Hazard and Incident Reporting - Refresher • Slips, Trips and Falls - Refresher	Conformance	A sample of up to five employee training records demonstrated that all have completed the online mandatory learning modules.			
Workplace managers have completed all mandatory online OHS training, including: • Asbestos Management – Refresher • Contractor Management – Refresher • OHS for Managers and Principals – Refresher • RTW Coordinator Roles and Responsibilities – Refresher • Workers	Conformance	A sample of up to five workplace manager training records demonstrated that all have completed the online mandatory learning modules.			

Compensation
 Claims
 Management for
 Workplace
 Managers.
 • Ergonomics
 • Manual Handling
 • Hazard and
 Incident Reporting
 • Slips, Trips and
 Falls

Element	Conformance	Partial conformance	Non conformance
▼ Contractor Management	100%	0%	0%

Requirement	Score	Observation	Recommendation	Corrective action	Due date
A Contractor Register or equivalent template is used to record approved contractors to work onsite.	Conformance	A Contractor Register or equivalent template is used to record approved contractors.			
An OHS induction process has been established for all contractors that includes the information specified in the Contractor OHS Induction requirements.	Conformance	An OHS induction process has been established for all contractors as specified in the Contractor OHS Induction requirements.			
All contractors report to the General Office upon arrival at the workplace, prior to commencing any works, and a visitor's pass is issued.	Conformance	All contractors report to the General Office upon arrival and a visitor's pass is issued. Records of contractors on-site is maintained (e.g. Sign in-out register).			
A Safe Work Method Statement (SWMS) or equivalent is obtained from contractors prior to performing high risk activities such as: <ul style="list-style-type: none"> • Hazardous manual handling • Operating mobile and/or powered equipment • Use of concrete • Working at heights • Use of hazardous substances and dangerous goods • Working near electrical lines or systems • Removal or disturbance of asbestos • Hot work 	Conformance	A sample of up to five contractors undertaking high risk activities demonstrated that a completed Safe Work Method Statement (SWMS) or equivalent has been obtained from the contractor prior to work commencing.			

Element	Conformance	Partial conformance	Non conformance
▼ Purchasing	100%	0%	0%

Requirement	Score	Observation	Recommendation	Corrective action	Due date
An OHS Purchasing Checklist is used to identify goods with	Conformance	An OHS Purchasing Checklist has been completed for goods			

OHS implications.

purchased that have
OHS implications.

Hazards and risk
controls measures
for all purchases
with OHS
implications have
been adequately
assessed and
documented in the
OHS Purchasing
Checklist.

Conformance

Hazards and risk
control measures
are adequately
assessed and
documented in the
OHS Purchasing
Checklist for all
goods purchased
that have OHS
implications.