

17 March 2017

Circular to parish priests and principals of Catholic schools in Victoria and leaders of religious congregations

OHS Resources and Training Update

Main Points

- Schools are responsible for ensuring, so far as is reasonably practicable, that all areas under their control are safe and without risks to health. The duty to provide a safe work environment covers every person that might be within the area under the control of the school including staff, students, parents, visitors and subcontractors.
- To support school leaders in understanding their obligations, OHS for School Leaders Training is available again in 2017. The course provides an overview of the legal responsibilities for managing OHS within the school environment, including employer and employee responsibilities, strategies to address the most common OHS issues in the school environment and how to make safety a priority.
- The one-day course will be held on **26 May, 10 August** and **26 October 2017**. Registrations are now open and can be booked through My PL (IPLS) on the CEVN website <https://cevn.cecv.catholic.edu.au> under *Professional Learning / My PL (IPLS)*.
- Return to Work (RTW) Coordinator obligations require that all schools with a rateable remuneration of \$2.368 million (indexed annually) must have a suitably trained RTW Coordinator appointed at all times. However, schools with rateable remuneration under the threshold are still legally required to appoint a suitably trained RTW Coordinator for the duration of the school's RTW obligations to an injured employee. It is therefore important that all schools, regardless of rateable remuneration, have a suitably trained RTW Coordinator.
- RTW Coordinator Training will be available in 2017. The two-day course (Victorian WorkCover approved) provides the underpinning knowledge required for RTW Coordinators. This course will be held on **3–4 May 2017** and **16–17 November 2017**. Registrations are now open and can be booked through [My PL \(IPLS\)](#).
- To further assist schools in fully understanding their Return to Work Obligations, the Industrial Relations (IR) Unit has recently developed [A Guide to the Return to Work Process](#). The Guide provides an easy-to-understand, five-step process in assisting schools meet their obligations around Return to Work.
- Chemicals (also referred to as Hazardous Substances and Dangerous Goods) provide unique risks and hazards which are regulated through specific legal requirements with a particular focus on the storage, labelling and disposal of chemicals. To assist schools in better understanding how to effectively manage chemicals in schools the IR Unit has recently developed a short online video tutorial titled [10 Steps for Managing Chemicals in Schools](#).
- The video tutorial has been further complemented with additional [Chemical Management](#) information, available on the CECV website, including a [summary document](#) outlining the 10 steps for managing chemicals in schools.

Critical Dates

- The OHS for School Leaders (one-day course) will be held on **25 May, 10 August** and **26 October 2017**.
- The Return to Work Coordinator (WorkCover approved two-day course) will be held on **3–4 May** and **16–17 November 2017**.

Actions Required

- Principals should ensure that:
 - relevant members of the school leadership team are made aware of the OHS for School Leaders training dates for 2017 and they have a suitably qualified Return to Work Coordinator. If there is no suitably qualified Return to Work Coordinator, principals need to ensure that an appropriate person is identified and enrolled in the training course
 - the Return to Work Coordinator and other relevant members of the school leadership team are provided with a copy of the Guide to Return to Work Process
 - all employees involved with chemicals or hazardous substances in the workplace are made aware of the video tutorial on the 10 steps for managing chemicals in schools.

Additional Information

- For additional information, please see the following webpages:
 - CECV – [OHS & Workcover](#)
 - CECV – [Return to Work](#)
 - CECV – [Chemical Management](#).

Contact/Enquiries

- For all enquiries, please contact the Industrial Relations Unit on 03 9267 0431 or ceoir@cem.edu.au.



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