

Industrial Relations News



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Welcome from the Executive Director

Welcome to the August 2016 edition of *Industrial Relations News*.

This edition of *Industrial Relations News* contains important industrial relations information, including the renewal of VIT registration for teachers and requirements of the Child Safety Standards.

Negotiations have commenced for the replacement of the *Victorian Catholic Education Multi Enterprise Agreement 2013* ([VCEMEA](#)).

Information is provided on Occupational and Health and Safety (OHS) and WorkCover issues, including the management of asbestos, the maintenance of school playgrounds and the use of quad bikes.

Information about the upcoming *R U OK?* Day (an initiative designed to promote mental wellbeing) is also provided.

Industrial Relations and OHS training sessions for the remainder of 2016 are outlined in this newsletter. Bookings can be made on My PL (IPLS) through the CEVN website at <https://cevn.cecv.catholic.edu.au> under *Professional Learning / My PL (IPLS)*.

For enquiries regarding any of the topics in this newsletter, please contact the IR Unit on 03 9267 0431. For any IR matters please email ceoir@cem.edu.au and for any OHS or WorkCover issues please email ohs@cem.edu.au.

Stephen Elder
EXECUTIVE DIRECTOR

VIT Registration Due

Teachers should have received their Victorian Institute of Teaching (VIT) invoice by **20 August 2016**. All VIT registration tasks must be completed online in a teacher's [MyVIT account](#), accessible via the VIT website www.vit.vic.edu.au, by **30 September 2016**. The reverse of the VIT invoice contains instructions on how to access *MyVIT*.

All teachers must pay the fee stipulated on the invoice. Payment made after **30 September 2016** will include a \$30 late payment processing fee.

Please note that teachers do not have to wait until they receive their invoice to start the registration process. They can simply log into their *MyVIT* account and start the process.

Teachers who have not completed all their registration tasks before 31 December 2016 **will not be able to teach**, and *Clause 14 Professional Registration and Working with Children* of the [VCMEA](#) details **stand down provisions without pay** after 7 days.

National Police History Check (NPHC) made easier

For those teachers who are renewing their registration and their registration task includes an update of their National Police History Check (NPHC), the VIT has simplified the NPHC process. This will only apply if 'Criminal Record Check Consent Form' appears as one of the registration tasks in a teacher's [MyVIT account](#).

30 SEPTEMBER 2016
IS THE DUE DATE FOR VIT
REGISTRATION TASKS

Have you completed your reg tasks?
It's as easy as 1..2..3..

- 1 Your invoice will indicate if you need to complete a National Police History Check
- 2 Complete Registration Renewal Form if required
- 3 Pay the registration fee as per your invoice

my.vit.vic.edu.au

Child Safe Standards

With the introduction of the Child Safety Standards in December 2015, schools are now required to be compliant with [Ministerial Order No. 870](#) on Child Safe Standards.

[Ministerial Order No. 870](#) sets out the minimum requirements for schools in relation to child safety. Child Safe Standard 4 and clause 10 of [Ministerial Order No. 870](#) relate to staff screening, selection, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.

The IR Unit has prepared various resources to assist schools in meeting these requirements including the new [CECV Guidelines on the Engagement of Volunteers in Catholic Schools](#) and [Guidelines on the Engagement of Contractors in Catholic Schools](#), which complement the CECV guidelines on the [Employment of Staff in Catholic Schools](#), which were released in July.

Guidelines on Contractors and Volunteers

These Guidelines provide a step-by-step guide to assist principals and employers with the process of selecting and engaging contractors and volunteers in schools. The Guidelines cover each step of the process, including advertising, interview, selection, engagement, pre-engagement checks, induction and ongoing obligations.

These Guidelines contain useful checklists, templates and forms to further assist principals and employers. The Guidelines are intended to cover not only child safety but also to ensure that the selection and engagement processes used by schools encourage the engagement of quality volunteer and contractors and protect schools from claims of unlawful discrimination and adverse action.

These Guidelines are available on the [CECV website](#) under *Industrial Relations / Policies and Guidelines*.

Existing Contractors and Volunteers

These Guidelines provide important guidance on steps schools should take in order to comply with the Child Safe Standards and ensure child safety in relation to existing volunteers and contractors. It is recommended that schools:

- ensure there is a satisfactory description of the role in place for each volunteer/contractor position
- request that the volunteer/contractor complete the relevant application form for school records
- ensure the volunteer/contractor has a Working with Children Check (WWCC) (see Guidelines, Part 9: Pre-engagement checks)
- ensure the volunteer/contractor has passed a Police Check (if relevant)
- meet with the volunteer/contractor for a general discussion about child safety
- explain to whom the volunteer/contractor should report child safety concerns
- provide the volunteer/contractor with a copy of the school's child-safety policy, code of conduct and the [CECV Commitment Statement to Child Safety](#).

Letters of appointment

With the introduction of the Standards the IR Unit has updated the letters of appointment for staff. The updated templates include:

- numbering for ease of reference
- updated information regarding National Police History Check and WWCC, particularly for non-teaching casual relieving and fixed-term staff
- a clause relating to the expectations of employees in a child-safe school
- a conflict of interest clause
- a disclosure clause in relation to relationships at the school
- the CECV commitment statement
- space for schools to insert their Child Safe policy and Code of Conduct
- updates of the [Fair Work Information Statement](#).

A copy of the letter of appointment and signed acceptance by the employee must be kept on file by the school, and the employee should also be provided with a copy.

Access to these templates is available on the [CECV website](#) under *Industrial Relations / Employment Letters (Template)*.

Annual Review Meeting template

The [Annual Review Meeting](#) (ARM) pro formas have been updated to be aligned with the *Guidelines on the Employment of Staff in Catholic Schools* and to include references to child safety. The guidelines recommend:

Principals need to continually monitor and assess a staff member's suitability to engage in child-connected work. It is recommended that this form is part of the consideration prior to and discussion at a staff member's annual review meeting.

Separate ARM pro formas (Word version) for teachers and education support employees are available on the [CECV website](#) under *Industrial Relations / Guidelines*.

The [VCEMEA](#) requires that each teacher participates in an ARM with their principal or the principal's nominee as stated in Clause 24.1 of the [VCEMEA](#). In addition, education support employees can be required to participate in an ARM (Clause 24.2) of the [VCEMEA](#).

The ARM is a positive process to enable the principal and the employee to review the employee's performance for the school year and to plan for future professional learning.

An ARM should not be used to manage unsatisfactory performance. If there are concerns regarding the performance of an employee then the Managing Employment Concerns procedures in Clause 13 of the [VCEMEA](#) should be implemented.

Enterprise Bargaining Update

The Catholic Education Commission of Victoria Ltd (CECV) has been appointed by all employers of staff in Victorian Catholic Education to negotiate a new Multi-Enterprise Agreement.

Information was distributed by email to eligible employees on 16 July 2016 and a list of employees was provided to principals for review to ensure all appropriate staff received this important information.

Principals are reminded to ensure that the Notice of Employee Representational Rights is:

- placed on the staff noticeboard
- forwarded to all eligible employees who do not have access to email at the school, such as regular emergency teachers
- forwarded to all eligible employees who are on extended leave, such as parental leave, extended personal leave and long service leave.

Bargaining has commenced

Bargaining with the IEU has now commenced for a new multi-enterprise agreement. Further meetings are scheduled during Term 3, 2016.

Information on Enterprise Bargaining can be found in the [Frequently Asked Questions](#) on the [CECV website](#) under *Industrial Relations / Enterprise Bargaining*.

Anti-Bullying – Policy and Complaints Procedure Reminder

Principals are reminded about the importance of having an Anti-Bullying policy and complaints procedure for preventing and responding to workplace bullying.

The [Workplace Anti-Bullying Procedure Checklist](#) should be used in conjunction with the Anti-Bullying policy template that is available on the CECV website www.cecv.catholic.edu.au under *Industrial Relations / Policies and Guidelines / Anti-Bullying*. Principals are also recommended to review the Anti-Bullying Guide available on the [CECV website](#) under *Industrial Relations / Guidelines / Anti-Bullying Guide*.

R U OK? Day

This year's R U OK? Day will be celebrated on Thursday **8 September 2016**.

R U OK? Day is an annual day of action to promote mental wellbeing. The idea behind this day is to encourage open and honest conversations, and to prevent small problems from spiralling into big ones.

This initiative is designed to have a positive effect on student and staff relations in schools.

R U OK? Day can be supported in the following ways:

- Download the [R U OK? Poster](#) from the [R U OK? website](#) and hang it in the staffroom or classroom.
- Donate to R U OK? Day.

The [R U OK? website](#) provides [guidance](#) on how to have an 'R U OK?' conversation, along with further information on R U OK? Day and related resources.

R U OK?™
A conversation could change a life.

Start a conversation using these 4 steps

- 1. Ask R U OK?**
 - Start a conversation somewhere private
 - Build trust through open and relaxed body language
 - Ask open-ended questions
- 2. Listen without judgement**
 - Give them time to reply
 - Avoid solving their problems
 - Don't trivialize what they're feeling
- 3. Encourage action**
 - Summarise the issues
 - Ask them what they plan to do
 - Urge them to take one step towards that solution
- 4. Follow up**
 - Put a note in your diary to call them in one week
 - Listen without judgement again
 - Ask if they've managed to take that first step

Dealing with denial?
If they deny the problem they're not ready to talk, so check in with them soon. And remember... it's ok to say, "I'm not ok."

Visit us at: ruokday.com

Public Holidays

Grand Final Friday Public Holiday

The Victorian Government has confirmed that Victoria will celebrate a public holiday on the Grand Final Friday (the day before the Australian Football League Grand Final).

The confirmed date for the Grand Final Friday public holiday for this year will be Friday **30 September 2016** (as such, this public holiday will fall within the Term 3 school holiday period).

Public Holidays 2017

The following list of Victorian public holidays in 2017 is subject to change:

| Holiday | 2017 |
|-------------------------------|--|
| New Year's Day | Sunday 1 January (Substitute: Monday 2 January) |
| Australia Day | Thursday 26 January |
| Labour Day | Monday 13 March |
| Good Friday | Friday 14 April |
| Saturday before Easter Sunday | Saturday 15 April |
| Easter Sunday | Sunday 16 April |
| Easter Monday | Monday 17 April |
| ANZAC Day | Tuesday 25 April |
| Queen's Birthday | Monday 12 June |
| Grand Final Friday | TBC (day before AFL Grand Final) |
| Melbourne Cup* | Tuesday 7 November |
| Christmas Day | Monday 25 December |
| Boxing Day | Tuesday 26 December |

*(all of Victoria unless alternate local holiday arranged by non-metro council)

Asbestos Management

WorkSafe Victoria has commenced targeted inspections in schools across the state. Employers and principals must take immediate steps to ensure they are managing asbestos as outlined below.

It is a legal requirement for schools to comply with the relevant legislation on the management of asbestos.

Building owners and those with management control (this includes school principals and parish priests) have responsibilities under the *Occupational Health and Safety Regulations 2007* to manage any asbestos in their school by:

- ensuring all asbestos has been clearly identified by a competent asbestos consultant and keeping a hardcopy of the asbestos audit report easily accessible
- providing an up-to-date version of the asbestos register for staff and contractors (e.g. electricians, plumbers, maintenance staff, builders, painters, carpenters) before undertaking any work in the school. The asbestos register should be kept in a readily accessible location such as the reception area of the school.
- labelling identified asbestos to clearly indicate its presence and location. If reasonably practicable, this should be done by either:
 - direct labelling (if safe to do so) is preferred and the most effective
 - colour-coded labelling. This is less effective and requires clear communication with employees and contractors.

Information regarding [Labelling asbestos in workplaces](#) is available from the [WorkSafe website](#).

For further information regarding the asbestos register and labelling, please contact the Industrial Relations Unit on 03 9267 0431 or ohs@cem.edu.au.

School Playgrounds

The major cause of playground injury is falling from playground equipment, with fractures and sprains the most common injuries.

It is important that systems are in place to assist schools to minimise the risk of injuries associated with playground equipment.

Strategies to reduce the risk of injuries on playgrounds

- Ensure that new playground equipment meets Australian Standards.
- Instruct staff and students in the safe use of playgrounds and equipment.
- Provide adequate supervision to prevent injuries by ensuring students use playground equipment properly and don't engage in unsafe behaviour.
- Install soft fill material (e.g. tan bark) that is at least 250 mm deep in the general play area, or 300 mm deep under high-use areas.
- Ensure that any soft fill material is maintained and inspected on a regular basis (e.g. raked frequently).
- Conduct regular inspections, repairs and maintenance of playground equipment and surroundings.

Further information is available from the [CECV website](#) under *OHS & WorkCover / Resources / Outdoor Areas / Playgrounds*.

For any further OHS queries, please contact the IR Unit on 03 9267 0431 or ohs@cem.edu.au.

Quad Bikes in Schools

Quad bike safety is an OHS issue in some school communities. Schools should treat this issue as a priority and ensure safe behaviour is entrenched in the operators of quad bikes within schools and that safety is in the forefront of all quad bike operators' minds.

Quad bike safety steps

Follow these steps when using quad bikes to stay safe:

Prepare safe

- Ensure the operator is properly trained before riding a quad bike.
- Maintain the bike so it is in a safe condition.
- Read the operator manual and observe the manufacturer's safety warnings and recommended use of the vehicle.

Wear safe

- Always wear a helmet (Australian Standard 1968:2006 – Protective helmets for vehicle users).
- Wear protective clothing and gear such as goggles, reflective vest, long sleeves, long pants, boots and gloves/hand protection.

Ride safe

- Never let children/students ride quad bikes that are meant for adults – even as passengers.
- Do not carry any passengers on quad bikes that are meant for one person.
- Quad bikes are not all-terrain vehicles so they cannot go safely on all types of terrain. Avoid riding on rough terrain or steep slopes.
- Ride on familiar tracks and beware of obstacles.
- Always carry a mobile phone or radio device so you can contact for help in case of an emergency.

Training

It is advised that schools who use quad bikes complete accredited operator training.

Australian Government approved training providers are available on the [Training website](#).

WorkSafe

Download WorkSafe information: [Quad bikes – Operating wearing helmets](#).

Workers' Compensation – Return to Work

The recovery and return-to-work journey for an injured worker on a workers' compensation claim can be a daunting one.

A school leader or a school Return-to-Work Coordinator has an important role to play in assisting in the recovery and timely return to safe work.

A school leader or a school Return to Work Coordinator will need to provide the worker with suitable and/or pre-injury employment (where possible) and consult with the injured worker, their support person or representative, the worker's treating health practitioner (with the worker's consent) and the occupational rehabilitation provider (if any).

It's very important to stay in touch with an injured worker if they are not at work so that you can stay informed of their progress, the treatment they are having and any relevant issues/concerns/problems as they arise, and they can be informed as to what is happening at the school.

Further information is available from the [CECV website](#) under *OHS & WorkCover / WorkCover / Return to Work*.

OHS FAQs

What is Contractor Safety Management?

A contractor is a person, organisation or business, other than an employee of the school, who is engaged to perform work at a workplace.

All schools will, at some time, engage contractors to carry out work at their sites. Schools have a duty to provide a safe working environment for contractors just as they do for their employees.

It is important that good lines of communication between the school and the contractor are established before work commences to ensure that health and safety issues associated with the work are managed.

Further information is available from the [CECV website](#) under *OHS & WorkCover / WorkCover / Contractor Safety Management*.

What is a notifiable incident?

All schools are required under the OHS Act to report serious incidents to WorkSafe Victoria. This includes all school-related incidents involving staff, students, volunteers, family members, casuals, contractors and visitors.

Serious incidents and near misses that need to be reported to WorkSafe Victoria include:

- Medical treatment for lacerations requiring stitches, serious head or eye injuries, amputations, scalping, electric shock and loss of bodily functions such as loss of consciousness, fractures, broken bones, etc.
- Immediate treatment as an inpatient in a hospital, fatalities and medical treatment within 48 hours of a person being exposed to a chemical.
- Serious incidents or near misses where a person in the immediate vicinity is exposed to an immediate risk from the collapse of a building or an excavation, explosion, fire, the spillage of dangerous goods or the fall from a height of any plant or equipment, etc.

Minor incidents do NOT need to be reported to WorkSafe Victoria.

If in doubt whether an incident should be reported or you require further information, **call** Worksafe Victoria immediately on 132 360; or check the [WorkSafe website](#).

Gallagher Bassett Online Training

Gallagher Bassett has recently launched their [myGBeducation](#) online training courses. These courses are now available for all Gallagher Bassett clients to access 24/7 on any device. The courses have been developed by accredited trainers and can be a valuable OHS and Workcover training resource for schools. The course catalogue can be found at [Courses](#).

IR and OHS Training Sessions

IR and OHS professional learning training sessions are available for the remainder of 2016.

Details of training sessions and bookings can be made on [My PL \(IPLS\)](#) through the [CEVN website](#) under *Professional Learning / My PL (IPLS)*.

Know Your Agreement – Education Support

This session focuses on the sections of the [VCEMEA](#) that are most relevant to education support employees for their role in Catholic schools.

Date: 21 October 2016

Activity code: 16IST101E

Registrations close: 14 October 2016

OHS for School Leaders

This one-day 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 schools and how to make safety a priority in your school.

Date: 21 October 2016

Activity code: 16IST203D

Registrations close: 14 October 2016

Return to Work Coordinator Training

This two-day course (Victorian WorkCover approved) provides the underpinning knowledge required for Return to Work (RTW) coordinators. According to the current legislation, schools with \$2.169 million or more rateable remuneration (indexed annually) must appoint a suitably trained RTW coordinator.

Date: 10 & 11 November 2016

Activity code: 16IST205D

Registrations close: 9 November 2016

Registration is now open and the details of training sessions and bookings are available on [My PL \(IPLS\)](#) through the [CEVN website](#) under *Professional Learning / My PL (IPLS)*.

Industrial Relations – Staff News

Michael Clark recently joined the IR Unit as an Industrial Relations Adviser. He possesses a Bachelor of Business and Commerce from Monash University with a major in Human Resources Management. Prior to joining the IR Unit, Michael held similar roles for over five years within the industrial relations and human resources fields.

Industrial Relations Adviser Sonia Hutchison and her husband Simon are the proud parents of a baby girl, Lucy Kaye, born on Saturday 30 July. The proud parents and their daughter, Jessica, are very excited about the new arrival.

Senior Industrial Relations Adviser Natasha Kelly and her husband Peter are the proud parents of a baby boy, Darcy Michael, born on Wednesday 3 August. This is a particularly joyful event for Natasha, Peter and four-year-old Lachlan after the sad loss of their daughter, Jasmine, two years ago.

Summary of Communications

July

Enterprise Bargaining – [Distribution of Representational Rights Information](#) 15 July 2016.

August

OHS – [Identification and Management of Asbestos in Schools](#) 12 August 2016. †