EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Occupational Health and Safety Policy (including Child Health and Safety Procedures)

Document no.	ECLS-POL-11	**Version**	1.1
Policy owner	Principal	**Approved by**	School Committee
Date approved	25/01/2026 (v1.0)	**Next review**	January 2028
Applies to	All staff, volunteers, Committee members, students, contractors and visitors at ECLS sessions and activities	**Status**	v1.0 current; v1.1 revision for endorsement

1. Purpose

ECLS is committed to providing a safe and healthy environment for students, staff, volunteers and visitors. This policy sets out how ECLS identifies, assesses and controls health and safety risks, especially **risks to children** in the physical environment, and how incidents are reported and followed up.

2. Legal obligations

Under the *Occupational Health and Safety Act 2004* (Vic), ECLS must, so far as is reasonably practicable, provide and maintain a working environment that is safe and without risks to health, and must make sure that people other than employees, including **students and visitors**, are not exposed to risks arising from ECLS's activities. Staff and volunteers must take reasonable care for their own safety and the safety of others, and co-operate with ECLS's safety arrangements.

ECLS also has a duty of care to students, and duties under the *Wrongs Act 1958* (organisational child abuse duty), the Child Safe Standards (Standard 9, safe environments) and the First Aid requirements of DE accreditation.

3. Our premises

ECLS operates in classrooms licensed from **East Doncaster Secondary College (EDSC)** under a School Council Licence. EDSC is responsible for the building and its maintenance. ECLS is responsible for how the licensed areas are used during its sessions, for supervising its students and staff, and for reporting hazards to EDSC. ECLS follows EDSC's site safety, evacuation and contractor rules.

4. Managing risks to children

4.1 Hazard identification

When	Action	By
Start of each session	Rostered staff walk through the entry, corridors, toilets and play areas used by ECLS. They check for hazards (broken glass, wet floors, damaged furniture, blocked exits, unlocked hazardous areas) and record the check on the Session Safety Checklist	Office/duty staff
Each class	Teachers check their classroom: furniture, power cords, windows, blinds and exits; that chemicals or equipment belonging to EDSC are not accessible; that the evacuation map is displayed	Class teacher

When	Action	By
Each term	Full safety inspection of all ECLS areas with the OH&S representative. The Risk Management Register is updated	Principal / OH&S representative
Before any new activity or excursion	Risk assessment using the CLV Risk Assessment Template	Organising teacher, approved by the Principal

4.2 Controlling hazards

1. **Remove or isolate** the hazard straight away if it is safe to do so (for example clean up broken glass, cordon off the area, move students away).
2. **Report** it to the office. Hazards in EDSC buildings are reported to EDSC (facilities contact) in writing the same day, with photos.
3. **Record** the hazard and the action taken on the Hazard/Incident Report and in the Risk Management Register.
4. **Follow up** to make sure it is fixed, and tell staff about any ongoing restriction.

4.3 Specific child safety controls

- **Supervision:** in line with the Student Supervision Policy (ECLS-POL-08) and the Collection Policy (ECLS-POL-10).
- **Medical conditions:** students' medical information, anaphylaxis/asthma action plans and Student Health Support Plans are collected at enrolment and shared with the teachers who need them. Medication is given only with a signed *Medication Authority Form* and recorded in the *Medication Administration Log*.
- **Allergies:** ECLS campuses are **nut-free and egg-free**. Food is not shared in class without parent knowledge.
- **First aid:** at least one qualified First Aid Officer (HLTAID011 or HLTAID012, with current CPR) is on site at every session. First aid kits and an asthma/anaphylaxis kit are kept at the office and checked each term (see First Aid Policy).
- **Hot weather and sun:** Hot Weather and SunSmart policies apply (UV ≥ 3 from mid-August to April).
- **Infectious illness:** unwell students are cared for at the office until collected. Staff follow Department of Health exclusion guidance.
- **Safe equipment:** only age-appropriate equipment and materials are used. Craft tools such as scissors or glue guns are used under supervision. Electrical items are in good condition.
- **Emergencies:** the Emergency Management Plan and evacuation procedures apply. Evacuation and lockdown drills are held **at least twice a year** and recorded with lessons learned.

5. Incident reporting and investigation

- **All injuries, illnesses, near misses and dangerous occurrences** involving students, staff or visitors are reported to the office straight away and recorded the same day on the *Accidents and Critical Incidents Report Form* and in the First Aid/Injury Register.
- Parents/carers are told on the day of any injury to their child, and immediately for any head injury or serious incident.
- Serious incidents (for example a fracture, hospital treatment or a critical incident) are reported to the Principal immediately, managed under the Critical Incident Management Plan, reported to CLV, and, where required, notified to **WorkSafe Victoria (13 23 60)**. The incident site is preserved.
- The Principal investigates to find the cause, puts controls in place to prevent it happening again, and reports to the next Committee meeting.

6. Staff health, safety and wellbeing

- ECLS consults staff on safety matters. Staff may elect a **health and safety representative**.
- Staff receive safety information at induction and at the annual PD day: emergency procedures, manual handling, hazard reporting and first aid.
- Work-related injuries to staff are reported within 24 hours. WorkCover information is available from the office.
- ECLS is a smoke-free, alcohol-free and drug-free workplace during sessions and school activities.
- Bullying, harassment and occupational violence towards staff are not tolerated (see the Equal Opportunity and Anti-Bullying policies).

7. Responsibilities

Role	Responsibility
School Committee	Provides resources for safety; reviews incident reports and the Risk Management Register each term
Principal	Implements this policy; investigates serious incidents; liaises with EDSC, CLV and WorkSafe
Operations Manager	Session Safety Checklists, registers, forms and the drill records
First Aid Officer	First aid kits, medication records, injury register, first aid training register
Teachers, staff and volunteers	Work safely; supervise students; report hazards and incidents immediately
Students	Follow instructions and safety rules; tell a teacher about anything unsafe

8. Basis and references

- Occupational Health and Safety Act 2004 (Vic) and Regulations; Wrongs Act 1958 (Vic), Part XIII (organisational child abuse duty).
- CLV, *Operational and Administrative Procedures Manual* (V4, 2023): s.1.7 OH&S, s.1.8 First Aid, s.1.10 Emergency Management, s.3.2 Classroom Tidiness and Safety, s.3.9 Student Illness.
- CLV, *Student Safety and Staff Welfare Manual* (V5, 2023): Occupational Health and Safety (policy, health and safety representatives, reporting and investigating injuries), Risk Management Policy, First Aid Policy, Managing and Reporting School Incidents.
- DE, *CLS Accreditation and Funding Guide 2024*, s.2.1: an emergency management plan for each campus; a qualified first aid officer at each campus.
- ECLS Emergency Management Plan 2026, First Aid Policy, Risk Management Register, Critical Incident Management Plan; ECLS School Charter 2026 (Risk Management, Hot Weather and SunSmart policies); ECLS Admission Guide (nut-free and egg-free campuses).

9. Version history

Version	Date	Change	Approved / endorsed by
1.0	25/01/2026	Policy approved	School Committee, meeting of 25 January 2026 (minute ref. _____)

Version	Date	Change	Approved / endorsed by
1.1	October 2026	Revised and reformatted: aligned with the DE CLS Accreditation and Funding Guide, 2026 funding conditions, CLV manuals and current ECLS practice	For endorsement at the next School Committee meeting (date _____)