

GREEN MEADOWS COLLEGE

STRUCTURE – RESPONSIBILITY & TRAINING

COMPETENCY - INDUCTION



TABLE OF CONTENTS

<i>Title</i>	<i>Page</i>
<i>Executive Summary</i>	2
<i>Background</i>	2
<i>Objectives</i>	3
<i>Induction Procedure</i>	4
<i>Induction Outcomes</i>	5
<i>Recommendations</i>	7
<i>Summary</i>	7
<i>References</i>	

Peter Adamis
B. Adult Learning & Development (Monash), Dip. Training & Assessment,
Dip Public Administration, & Dip Frontline Management
Website: <http://abalinx.com/> Email: abalinx@netspace.net.au
Bus: +613 94325396 Mob: +61409965538 Skype: ozzipy

Note: The comments made herein are based on information obtained during the Intervention study. As the OH&ES consultant, there are no representations as to the accuracy of material obtained from third parties, or to advise the community's liability or future conduct of this matter. Please refer to the qualified judgement of your legal advisers for further information. Peter Adamis

STRUCTURE

RESPONSIBILITY & TRAINING COMPETENCY - INDUCTION

Executive Summary

Scope. Educational institutions that invest in employees' personal development, embrace a safety culture and encourage consultation at all levels, are rewarded with greater productive outcomes. This increased productivity offers organisations the opportunity to provide additional funding towards training resources and programs. Induction training is one of many programs that is associated with contributing to this prosperity and continues to do so under the current economic climate.

Purpose. The purpose of this report is to provide guidelines, processes and methods of health and safety training needs for the Green Meadows Community. Furthermore the training is to be conducted by suitably qualified and skilled trainers employed for this purpose. The induction program is a result of a recent damaging health & safety report which recommended that training be implemented as soon as practically possible. See Annex M for Health Consultant's Brief.

Definitions. According to Macquarie's Dictionary, the word induction is to *"to lead or bring in, introduce, especially formally, as into a place, office, honour, to introduce in knowledge or experience"* [9].

Background

The Green Meadows Community (GMC) was created in 1973 and is located in South East Melbourne. The Community, held in trust by a Board of Trustees is managed by a Committee of Management (CM) of 11 members. The Community has assets in excess \$60 million and an annual budget of \$8 million. A major component is that of a College, managed by an Educational Senior Management Team (ESMT) of 10, with 20 administrative staff and 115 teachers. The College has a declining student base, currently at 650, drawn from five ethnic groups: Greek, Serbian, Armenian, Russian and Coptic Orthodox faith. In 2009, the Trustees, alarmed at the financial losses and student decline, employed external consultants to address the financial and OH&ES issues. See Annexes K and M.

As a result of the report, management has made a commitment towards embracing a safety culture and began by identifying, containing and removing where possible any physical and psychosocial hazards. Their objective is to "so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health" [20] in accordance with OH&S Act 2004.



Objectives

The Health Consultant in his report advised that “management is responsible for determining the level of experience, competence and training necessary to ensure the capability and appropriate allocation of tasks” [2]. This report is intended to provide training guidelines for management to ensure that they comply with principles of the OH&S Act 2004 [20].

The “induction program for all personnel including management, which is based on their likely risk exposure, and provides relevant instruction in the organisation’s health and safety procedures” [2] will be conducted in mid June 2009. The management of GMC has employed a suitably qualified training consultant familiar with educational environments to perform the training.

The primary reason for the safety training is to overcome the time lost in training costs and loss of manpower due to workplace hazards, to reduce injuries, and enhance job familiarity. In addition the employees will be empowered with information relevant to their job description, reinforcing confidence in their ability to undertake tasks they have been employed to do. Emergency procedures, fire drills, first aid, reporting of incidents are viewed as an essential part of the induction training. See Annex A for suggested Induction Training Syllabus.

The stakeholders in this report are detailed below:

- New employees - (teachers administrative and work experience);
- Casual staff - (teachers and administrative staff);
- Permanent Staff;
- Return to Work members including those on rehabilitation;
- Management – includes college and community;
- College Captains;
- Contractors;
- Parents;
- Visitors; and
- Public

Contractors and short term visitors on College premises for any length of time will be subject to College safety policies. Copies of Fast-Track Facts sheet and relevant policy documents will be provided to them. The induction training will be offered to student captains from level 10 through to 12 in assisting them to have a greater understanding of their responsibilities.

Duty of Care. Employers have a legal duty of care to ensure that all employees are not exposed to any physical and/or psychosocial hazards of the workplace in accordance with OH&S Act 2004 [20].

Management. It is management’s responsibility to ensure that new and casual staff fully understand and follow the guidelines of their job descriptions and the organisational policies and procedures. Advising them and providing them with written material on health, safety and use of equipment alone is not the best induction method.

Induction Procedure

Training Needs Analysis. A training needs analysis (TNA) will identify the skills and knowledge gaps within the current College environment. On completion of the TNA, the trainer will form a qualified opinion as to the type of instruction and information to be included in the training. In addition the trainer must be cognizant of any College policies and procedures that management requests be included, such as prayer time, religious instruction, privacy, attendance policy and/or traffic management.

The induction training will depend upon a number of variables such as educational, hazards, College policies, safety strategies and associated technologies including machinery and new equipment. Induction will also include relevant Victorian OH&S [20] and EO [5] legislative requirements relevant to the educational workplace. The size of the College and its educational environment is not to be a determining factor in the length and scope of induction training. The first induction training to be conducted for the college is to be of two days duration and is to include management at all levels. Subsequent induction training will depend on the size and nature of the group. A suggested format is attached as Annex B.

Workplace training. Management is to ensure that any induction training being considered is undertaken in the workplace and delivered by a Registered Training Organisation, and the training must be conducted by a qualified trainer who has the minimum qualification of Certificate IV or Diploma in Training and Assessment. Proof of qualifications must be provided by the trainer prior to any training being undertaken. A suggested training syllabus is in Annex A.

It is also in the best interest of the trainer to be up to date with current legislative changes, familiar with any hardware, technology and machinery of the organisation. Verbal presentations alone are not considered appropriate, sufficient or acceptable in today's world of work. A suggested Induction Process is in Annex B.

Stakeholder Requirements. Given the educational setting, instruction and training should be based on the requirements of the organisation and balanced against the needs of the staff member. The table below provides a brief glimpse of the difference in training requirement at the organisational and individual levels and where possible training be tailored to meet the requirements.

Organisational considerations

- Duty of Care responsibilities;
- Reporting Unsafe acts;
- Legislation and Regulations;
- Discrimination & Bullying;
- Manual Handling
- Personal Protection & Equipment;
- Harassment & Attendance Policy;
- Hazards in the Workplace;
- Safety Committees & HSR advocates;
- Security & Lockout procedures;
- Privacy & ICT Security policies;
- Work Cover & Rehabilitation;
- Absenteeism & Attendance Policy;
- First Aid & Emergency Procedures;
- Embracing a Safety Culture & EAP ;
- Assembly safety meetings - (Toolbox); and
- Tour of college and work stations. - Annex N.

Individual requirements

- Task and Job ambiguity
- Recognition of prior learning
- Skills and knowledge gaps
- Formal Qualifications
- ICT up skilling
- Conditions of service
- Ergonomic status
- Conflict resolution procedure
- Legal responsibilities
- Advocacy skills
- Time management
- Equipment and machinery licensing
- Soft skills training
- Hygiene
- Food Handling
- Threats in the workplace
- Traffic management

Training Resources and Facilities. Conditions within the College library setting are ideal for training of up to 15 staff members at any one time. The training room has multi-media, computers and electronic white boards to assist in the facilitation of the training. The training and learning materials may be used on an individual and/or group level and should be supplemented by referencing policy statements, checklists, procedures and safety intervention instructions.

There are no restrictions governing training and learning materials as long as induction outcomes engender confidence in staff and empowers them with a good working knowledge of the organisation's OH&ES procedures. Training resource materials may be purchased at any government agency that deals with safety and/or be purchased directly from the Safety Institute of Australia and other reputable training providers. See Annexes D, E and F for suggested Induction material. See Annex C for Safety Intervention Process.

Learning styles. Adult learning principles in the format of facilitation, participation and sharing of knowledge is the ideal training learning tool for those undertaking induction and personal development training in the workplace. Use of an interpreter in the case of teachers who have been seconded through the diplomatic offices of the Australian consulates from Serbia, Russia, Armenia, Greece and Egypt will assist in the passage and transfer of knowledge for these non English speaking teachers. See Annex H for example of College Fast-Track Check list.

Training Delivery methods. Instruction is to be complemented by the use of a combination of resources and training aids such as multi-media, online training, industry speakers, presentations, and workplace visits. Practical workshops, group discussions, debates, and case studies are considered the best form of delivering and identifying any perceived gaps. The trainer's ability to reach out and interact with the staff is an essential part of adult learning principles without losing control of the group.

Induction Outcomes

On the cessation of induction training, staff should have a good understanding of what is expected of them and should feel confident in the knowledge of having the tools necessary to perform their job in a safe and secure manner. It is of relevance to note that it may be necessary to provide induction training in a language other than English and that documentation may also have to reflect the language of the staff member. In the case of the college, management should be cognizant of the five major Orthodox faith representations and their distinct linguistic diversity. See Annex C for additional Health related considerations.

Induction & Awareness Test. To safeguard all stakeholders involved in the induction training, it makes sense for management to conduct an Induction and Awareness Test to satisfy and instill confidence in the employee's ability to perform their job safely. The test can be conducted on a face-to-face question and answer format or it may be written. Employers must be cognizant of employees who do not have a good command of the English language and therefore an interpreter may be required. These types of tests should be simple, easily understood and relevant to the information covered during the induction training. On completion of the tests, a check that each employee understands fully each topic must be undertaken and remedial action taken as necessary. A record of the results must be kept as indicated above along with any other material relevant to the occasion.

Acknowledgment form. Employees will be requested to sign a form verifying and acknowledging that the induction has taken place and has been understood. The original be provided to the employee and a copy retained on employee's file. See Annex G for example of Green Meadows assessment form.

Certification. The trainer is providing employees with a certificate of competency based on the results of the competency test. The certificate is to include the competencies, date of training, trainer's name, signatures and the dates of validity. A copy is to be retained on the staff member's file.

Records Management. There is a requirement that all employers (and in this case management) may be called upon to demonstrate that staff have been provided with the appropriate training, knowledge, skills and job familiarity to ensure their safety. Therefore it is in management's interest to ensure that a register of staff induction be maintained to ensure that all staff are aware of their responsibilities and that they fully understand what is expected of them. Staff induction records that should be kept include any competency tests, agreements, job descriptions, date of training, assessments and a copy of the training syllabus.

Personal Development Register. Due to the educational nature of the organisation, the majority of stakeholders are of the teaching profession; as such it is important that a register of personal development and training is maintained. The register is to contain the member's details along with the training courses undertaken. The Principal in conjunction with the ESMT is to monitor and upgrade as necessary the register to ensure staff training is appropriate to their needs. The register may also be used to monitor the training resource budget.

Post Induction Review. The trainer responsible for the induction is to return to the College in six months and 12 months to conduct review and ensure the induction training is being put into practice. Any deviation from the induction training is to be brought to the attention of management and the matter immediately rectified. The following items will form part of the review process:

- Review and assessment of individual's safety requirements;
- Effectiveness of the induction training;
- Unforeseen training gaps or anomalies;
- Changes to legislation affecting the workplace;
- Recommend up skilling needs if essential to safety
- Upgrade training records.

Recommendations

The following recommendations are by no means exhaustive and are but a guide to assist the management to consider implementing induction training for new and casual staff including those returning to work or are on rehabilitation. The following Induction matters are considered appropriate for the Green Meadows College Induction Training; See also Annexes B-H for additional considerations. In view of the negative Health Consultant's report (Annex M) it is strongly recommended that management implement the following recommendations:

1. Outsource Induction Training - See Annex J;
2. Conduct Standard Police Check;
3. Conduct Working with Children Check;
4. Consider Interpreters at induction;
5. Involve Heads of School
6. Introduce Induction Fast-Track Check List;
7. Conduct Training on College premises;
8. Involve the Parish Priest at Induction;
9. Introduce Management Committee to Induction;
10. Invite Local Police at Induction;
11. Involve Student Captain's years 10 to 12, and;
12. Review OH&S, HREOC awareness annually.

Summary

Summary. College "employees are the greatest assets" [21] and every effort must be made to retain them. OH&S is an essential component of ensuring a new employee's smooth transition to the work environment and instills and reinforces confidence in the employee. The introduction of Induction Training will relieve much of the anxiety currently being experienced amongst the teaching staff with the Green Meadows College and will enable them to cope with the increasing demands made upon them. Induction training may also fall under the umbrella of personal development training in some cases where new technology is being introduced into the workplace.

The College should aim at implementing induction training to prepare new teaching staff expected to arrive from overseas destinations and take up their teaching role in mid July 2009. The suggested induction recommendations will also return the College to a state of wellbeing which will reduce expenditure, stop talented staff from leaving and create a pathway towards a more harmonious workplace environment.

ANNEXES

- | | |
|--------------------------------------|---------------------------------------|
| A. INDUCTION TRAINING SYLLABUS | H. COLLEGE FAST TRACK CHECKLIST |
| B. INDUCTION PROCESS | I. SAFETY INTERVENTION FLOWCHART |
| C. HEALTH AND SAFETY CONSIDERATIONS | J. SUPPORT PROGRAMMES & ORGANISATIONS |
| D. OBLIGATIONS | K. PAST AND PRESENT PRACTICES |
| E. FIRST AID - PPP - CCR & LOCKOUT | L. STAFF FREQUENTLY ASKED QUESTIONS |
| F. MANUAL HANDLING | M. HEALTH CONSULTANT BRIEF |
| G. EMPLOYEE INDUCTION AKNOWLEDGEMENT | N. INDUCTION COLLEGE ORIENTATION MAP |
| | O. SUPPORTING NOTES |

REFERENCES

Notes to references: The references below have been read by the author as backup and supporting material and only those articles that appear in the assignment have been referenced. The references in **BOLD RED FONT** are of interest to the author but were excluded. Other material appearing as copyright under the auspices of ABAI INX are also of the author's personal records and documentation.

- 1 **Abalinx & Associates.** www.abalinx.com
- 2 **Auditing Health and Safety Systems.** (includes Glossary of Terms), Betts, N. Prepared by Booreea Rudd Pty Ltd from Victorian Work Cover Safety MAP 4 Ed, 'Draft' Procedures
- 3 **Auditing Health and Safety Systems.** Worksafe, Victoria. Victoria WorkCover Authority. (2002)
<http://www.worksafe.vic.gov.au/wps/wcm/resources/file/ebf50440795a655/SafetyMAP%20auditing%20management.pdf>
- 4 **Fitness for Work, The medical Aspects.** Palmer, K.T, Cox, A.F, & Brown, I. Oxford University Press, UK.)2007)
- 5 **Human Rights and Equal Opportunity Commission.** EO Act 1995 (Vic) (EOA) Amdt 11 October 2006.
<http://www.humanrightscommission.vic.gov.au/publications/miscellaneous/>
- 6 **Implementing Health Promotion in the workplace.** Hocking, B. (2000) Lecture Notes
- 7 **Induction Training.** WorkSafe Website
<http://www.worksafe.vic.gov.au/wps/wcm/connect/WorkSafe/Home/Safety+and+Prevention/Your+Industry/Construction/How+to+comply/Construction+induction+training/>
- 8 **Managing the Risks of Organizational Accidents.** Reason, J. Ashgate Publishing. England. UK. (1997)
- 9 **Macquarie Dictionary,** Macquarie University, NSW, Australia, 4 Ed. (2005)
- 10 **Occupational & Environmental Medicine.** Ladou, J. McGraw-Hill Companies. United States, (2007)
- 11 **Occupational Stress, Sward, J.P.** In La Dou, Environmental & Occupational Medicine, Appleton, Stamford, Connecticut. (1997)
- 12 **Practical Occupational Medicine.** Agius, R & Seaton, A. Hodder Arnold, Great Britain, 2 Ed. (2006)
- 13 **Prevention of Bullying and Violence at Work.** Worksafe Victoria Guidance Note. Victoria WorkCover Authority. (2003)
- 14 **Preventing and Addressing Bullying at Work.** Worksafe Victoria Guidance Note Ed, 2. Victoria WorkCover Authority. (2009)
- 15 **RTW Solutions Training Provider** <http://www.rtwolutions.com.au/>
- 16 **Safety, Security Health and Environment Law.** Tooma, M. Federation Press. NSW, Australia (2008)
- 17 **SafetSolutions Training.**
<http://www.safetsolutions.com.au/readygo/cse02/01cse02.htm>
- 18 **The Scientific Basis of Injury Prevention and Control.** McClure, R. Stevenson, M & McEvoy S. IP Communications Pty Ltd. Victoria, Australia (2004)
- 19 **Gary Thexton CPMSIA OH&S Consultant** www.gthealthandsafety.com
- 20 **Victorian Occupational Health & Safety Act 2004.**
http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/
- 21 **Victorian Health and Safety Training.** Victorian Work Cover Guidance Note, (2000) BN 18/2000

INDUCTION TRAINING SYLLABUS

ANNEX A

The following template is an example of the Green Meadows Induction Training Syllabus that may be manipulated and changed according to the circumstances arising for the Induction training to take place.

DAY ONE

Serial	Date	Time	Location	Subject	Resources	Notes
1	4 July 2009	8:30 am	Library	Welcome. Introductions by Principal, Trainer and Staff & Orientation	Handouts and policy documents	Interpreter may be required
2	4 July 2009	9:10 am	Staff Room	Break		Catering by NBG & Co
3	4 July 2009	9:20 am	Library	Duty of Care Responsibilities [20]	Video & Notes	Workshop & Discussion Groups
4	4 July 2009	10:00 am	Staff Room	Break - Morning Tea		Catering by NBG & Co
5	4 July 2009	10:10 am	Library	Video on Safety in the workplace	Video & Notes	
6	4 July 2009	10:50 am	Staff Room	Break		Catering by NBG & Co
7	4 July 2009	11:00 am	Library	Reporting Unsafe acts	Stationary	Workshop & Discussion Groups
8	4 July 2009	11:50 am	Staff Room	Break		Catering by NBG & Co
9	4 July 2009	12:00 am	Library	Tour of college and Work Stations	Stationary	
10	4 July 2009	12:40 pm	Staff Room	Lunch		Catering by NBG & Co
11	4 July 2009	1:30 pm	Library	Discrimination & Bullying [5,13,14]	Video & Notes	Workshop & Discussion Groups
12	4 July 2009	2:10 pm	Staff Room	Break		Catering by NBG & Co
13	4 July 2009	2:20 pm	Library	Manual Handling & PPP Presentation	Video & Notes	
14	4 July 2009	3:00 pm	Staff Room	Break – Afternoon Tea		Catering by NBG & Co
15	4 July 2009	3:10 pm	Library	Harassment & Attendance Policy [5]	Video & Notes	Workshop & Discussion Groups
16	4 July 2009	3:50 pm	Library	Assessments	Documents	Catering by NBG & Co
17	4 July 2009	4:00 pm	Library	Departure		

DAY TWO

19	5 July 2009	8:30 am	Library	Revision of previous days training Hazards in the Workplace		Workshop & Discussion Groups
20	5 July 2009	9:10 am	Staff Room	Break		Catering by NBG & Co
21	5 July 2009	9:20 am	Library	Security & Lockout procedures	Video & Notes	Workshop & Discussion Groups
22	5 July 2009	10:00 am	Staff Room	Break – Morning Tea		Catering by NBG & Co
23	5 July 2009	10:10 am	Library	Privacy & ICT Security policies	Video & Notes	
24	5 July 2009	10:50 am	Staff Room	Break		Catering by NBG & Co
25	5 July 2009	11:00 am	Library	Work Cover & Rehabilitation Absenteeism & Attendance Policy		Workshop & Discussion Groups
26	5 July 2009	11:50 am	Staff Room	Break		Catering by NBG & Co
27	5 July 2009	12:00 am	Library	Introduction to Senior Management		
28	5 July 2009	12:40 pm	Staff Room	Lunch		Catering by NBG & Co
29	5 July 2009	1:30 pm	Library	First Aid & Emergency Procedures	Video & Notes	
30	5 July 2009	2:10 pm	Staff Room	Break - Afternoon Tea		Catering by NBG & Co
31	5 July 2009	2:20 pm	Library	Embracing a Safety Culture & EAP		Workshop & Discussion Groups
32	5 July 2009	3:00 pm	Library	Presentation of Induction Certificates		Catering by NBG & Co Interpreter may be required
33	5 July 2009	3:40 pm	Library	Assessments	Assessment Forms	Review in Six Months
34	5 July 2009	3:50 pm	Library	Departure		

Copyright: Abalinx: 2005. With permission

The following 10 steps are merely suggestions and the templates manipulated to suite the Induction occasion. The steps below have been designed with Green meadows College educational environment in mind.

- 1. Welcome and Introductions.** Introductions are on an informal basis and training designed to relax the inductees. Orientation to surroundings. Parking, Ablutions, Refreshments, Kitchen Area, Policy Packs, Checklists, College Maps - Annex N, Staff Lists, Contact Numbers, College Booklet. Training facility, Staff comfort, and Training agenda.
- 2. Policies and Procedures.** A brief overture with handouts and a presentation explaining the organisational goals, expectations and conditions of service.
- 3. Tour of Organisation.** A tour of the organisation, stopping at the inductees intended workplace, introductions to other staff members and areas of interest, such as ablutions, kitchen and rest areas and emergency exits. See Annex N.
- 4. Job Descriptions.** Employees job descriptions may be discussed during the induction period and any anomalies and/or ambiguities are ironed out at this stage. Follow up action may be required to ensure job descriptions and work compatibility.
- 5. Introduction to Health and Safety.** Presentation on OH&S detailing employer and employee duty of care and responsibilities. Emphasis on a safety culture and reporting of hazards and incidents.
- 6. Introduction to Human rights & Equal Opportunity.** Presentation on organisational policies on discrimination, harassment, bullying, conflict management personal development and promotion. [5]
- 7. Emergency Procedures.** Brochures, checklists and procedures along with a physical examination of emergency procedures, location of fire equipment and whom to contact in the event of an emergency.
- 8. Questions.** Inductees to raise concerns regarding the workplace. This is a crucial time as training is being completed and some anxiety may creep in for inductees still not sure of some aspects of the job and what it entails. See Annex L for Staff Frequently Asked Questions.
- 9. Closure.** A period of assessment and individual face to face encounters with management and peers.
- 10. Review and Change.**
- 11. Follow-up visits.** Follow-up visits are conducted by the trainer responsible for the induction to ascertain that the staff member or members are carrying out their allotted tasks as per their job description in an environment that is free from and physical and psychosocial hazards. Staff not performing to the level trained and in line with the Green Meadows College guidelines are to be retrained if necessary and the costs borne by the college.

HEALTH AND SAFETY CONSIDERATIONS

ANNEX C

The following are Health and safety considerations that should be factored into the Green Meadows College inductions Training.

	CONSIDERATIONS	RELEVANCE
MATERIAL	Electrical safety	ICT Rooms
	Dangerous goods	Maintenance
	Confined spaces	Administration
	Chemical safety	Maintenance and Science labs
	Hazardous Substances	Maintenance and Science labs
	Working in heat - dehydration - Cancer	Exercise Areas
	Power tools and Machinery	Maintenance
	Signage	Maintenance
	Emergency and Fire Drills	All
	First Aid procedures	Fire
	Ergonomics	First Aid Rooms
	Manual Handling and Lifting	Classroom, staff areas & office
	Personal Protective Equipment	All
	Working at heights and fall prevention	All
PERSONAL	Eye Care and Eye Protection	All
	Hearing protection	All
	Hygiene and Hand Care	All
	Trips, Falls and Slips	All
	Security	All
	Discrimination	All
	Harassment	All
	Bullying	All
	Intimidation	All
	Privacy	All
LEGISLATION	Health and Safety	All



Note: Additional Health and Safety considerations may be added when new technology or procedures require updating to meet with legislative requirements. The following items may also be considered for subsequent induction training: Induction Assessments Sheets, induction Training with new Technology, involve the Health and Safety Consultant, ensure sufficient OH&S Policies available, update Emergency and Fire Policies, review OH&S Fact Sheets, involve Head of School Teachers, introduce the ESMT College Members, consider Training Facilities and Technology and advise Staff of Induction Training Days.

The Green Meadows College is cognizant its Duty of Care responsibilities in accordance with the Victorian OHS Act 2004 [20] to ensure that it provides a safe and healthy work environment free of any physical and psychosocial hazards for the staff, students, parents, clients, visitors and public. The following commitment extends to ensuring that Green Meadows administrative and educational operational aspects do not endanger or place the Green Meadows Community or the community at large at risk of injury, illness or property damage. In this obligation staff infers to the teaching and administrative employees.

The following obligations template has been designed for the Green Meadows College for distribution to staff. It is also available in Greek, Russian, Egyptian and Armenian.

College Staff.

- Follow all health and safety policies and procedures
- Report all known or observed hazards to their immediate supervisor or manager

(1) While at work, an employee must -

- (a) take reasonable care for his or her own health and safety; and
- (b) take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace; and
- (c) co-operate with his or her employer with respect to any action taken by the employer to comply with a requirement imposed by or under this Act or the regulations.

(2) While at work, an employee must not intentionally or recklessly interfere,

(3) with or misuse anything provided at the workplace in the interests of health, safety or welfare, [20].

See Annex I for an example safety Intervention Flowchart.



If staff doesn't abide by the OH&S Act. They may end up like John Bettsopoulos above.

Policies. It is necessary for everyone's benefit to have guidelines in place. The following policies are there to ensure that your working environment is safe and as pleasant as possible.

Work Areas. Work areas, Corridors, and passageways should be kept clear and clean at all times to avoid accidents.

The following obligations First Aid, PPP, CCR and Lockout template has been designed for the Green Meadows College for distribution to staff. It is also available in Greek, Russian, Egyptian and Armenian.

First Aid. There are no qualified First Aid staff members currently at the green meadows college. RTW Solutions has been employed to undertake training for staff at all levels of education including selected members of senior management. All accidents whether major or minor must be reported so that they may be treated and recorded. It is in your own interest to report everything even if not time is lost at work.

Personal Protective Equipment. Every project will have required standards of personal protective clothing and equipment. Your employer is obligated to provide you with the necessary personal protective equipment to ensure your safety and you as an employee have an obligation to wear any personal protective equipment that is provided by your employer.

- * PPE MUST be worn when directed to do so.
- * Hearing Protection must be worn where noise levels exceed the exposure standard of 85d B(A) or when performing a task with equipment that has intermittent high noise levels i.e. grinding, explosive tools etc.
- * Eye Protection is compulsory in designated eye protection areas

UV Protection: Sunscreen must be worn when working outside on unprotected parts of the skin. [20]

Consultation & Conflict Resolution - CCR. Green Meadows College Consultation and Conflict Resolution procedure has been discussed, acknowledged and agreed by management, employee and/or their representatives. It has been acknowledged and agreed that objective of the procedure is to seek out and obtain the best and most effective solution for matters concerning health, safety, equal opportunity and conflict management issues when they arise. It has been agreed upon that it is the collective responsibility of management at all levels to workplace issues.

Safety Lock-Out System

The Green Meadows college Definition of a lockout has been designed to create an environment that positively ensures staff protection against injury or incident that attracts an accidents or injury during their normal course of their duties or while cleaning or servicing equipment or cleaning hazardous machinery and/or processes. A lockout is therefore a device, which enables staff or others such as work teams to apply security measures to secure any machine or procedure against any potential accident.

UNDER NO CIRCUMSTANCES IS ANY MEMBER OF STAFF OR STAKEHOLDER TO ATTEMPT OR TO REMOVE ANOTHER STAFF MEMBERS PADLOCK FROM ITS HASP. ANY SUCH MEMBER OR MEMBERS WHO VIOLATE THIS POLICY WILL BE REMOVD FROM THE WORKPLACE IMEDIATELY. NO MEMBER OF STAFF IS TO ATTEMPT TO START ANY MACHINE THAT HAS A DANGER TAG ATTACHED TO IT, WHILE IT IS IN THE LOCKOUT PHASE.

MANUAL HANDLING

ANNEX F

The following obligations manual handling template has been designed for the Green Meadows College for distribution to staff. It is also available in Greek, Russian, Egyptian and Armenian.

When placed in apposition that requires some form of Manual Handling, **NEVER** lift beyond your capacity
*Green Meadows College lifting policy is that a single person may lift up to 16kg if they have the ability to do so.
Anything over 16kg is a 2 person lift.*

THINK AND BE ALERT BEFORE YOU LIFT.

Always plan & prepare yourself for the lift first and ascertain exactly where you are going with the load and how it is to be placed. If handling aids are available, use them where possible. Ensure that all obstructions are removed and select the best method of lifting. Detailed instructions and images of correct lift procedures are located on all doors, maintenance areas, library, ICT rooms, and in classrooms that require lifting materials. In addition master copies are maintained on the college intranet under Manual Handling.

The Manual Handling Code of Practice advises

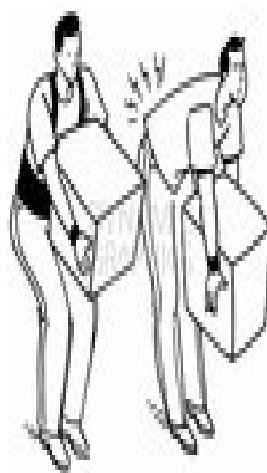
Must the load be moved?

Must it be lifted?

Can it be moved mechanically?

Can assistance be gained?

Is the load too heavy to safely lift?



REMEMBER – USE THE CORRECT TECHNIQUES AND SAVE A VISIT TO THE DOCTOR

EMPLOYEE INDUCTION ACKNOWLEDGEMENT **ANNEX G**

The following is an example of what an Induction and Acknowledgement statement consists of. It is an agreement between the employer and the employee that Induction has taken place and that the training has been undertaken and understood by the employee.

GREEN MEADOWS EMPLOYEE INDUCTION ACKNOWLEDGEMENT

.....
Employee name:

I have participated and fully conversant and/or have had the Induction process explained to me. The Green Meadows College conducted the training in a language that was understood by me. ENGLISH - GREEK - SERBIAN - EGYPTIAN - RUSSIAN - ARMENIAN. (Circle appropriate language).

I have a copy of the Green Meadows policies on Occupational Health and Safety, Equal opportunity, Fast-Track Fact Sheets, Emergency Procedures, manual handling, wearing of Personal Protective Equipment and Clothing, Physical and Electronic Security. I have read and fully conversant and/or have had the policies explained to me. I am aware of my responsibilities under the OHS Act 2004 and they have been explained. I am also made aware who the officers responsible for Health and safety in the College environment are for reporting of incidents and unsafe acts in the workplace.

Signature: Print Name: Signature: Print Name:

Position: Employee Date: Position: Trainer Date:

MANAGEMENT ACKNOWLEDGEMENT

Signature: Print Name: Date: Position: Director

COLLEGE FAST TRACK CHECKLIST

ANNEX H

A College Fast track Check was designed by the OH&ES Consultant as short stop measure to provide on the spot checklist and advice to new employs that have either missed the Induction Training or required one to one training. The Fast Track Check List does not replace the Induction training but is merely another tool used to assist new and casual employees. The College Fast-Track Checklist is distributed on a weekly basis and included on the intranet.

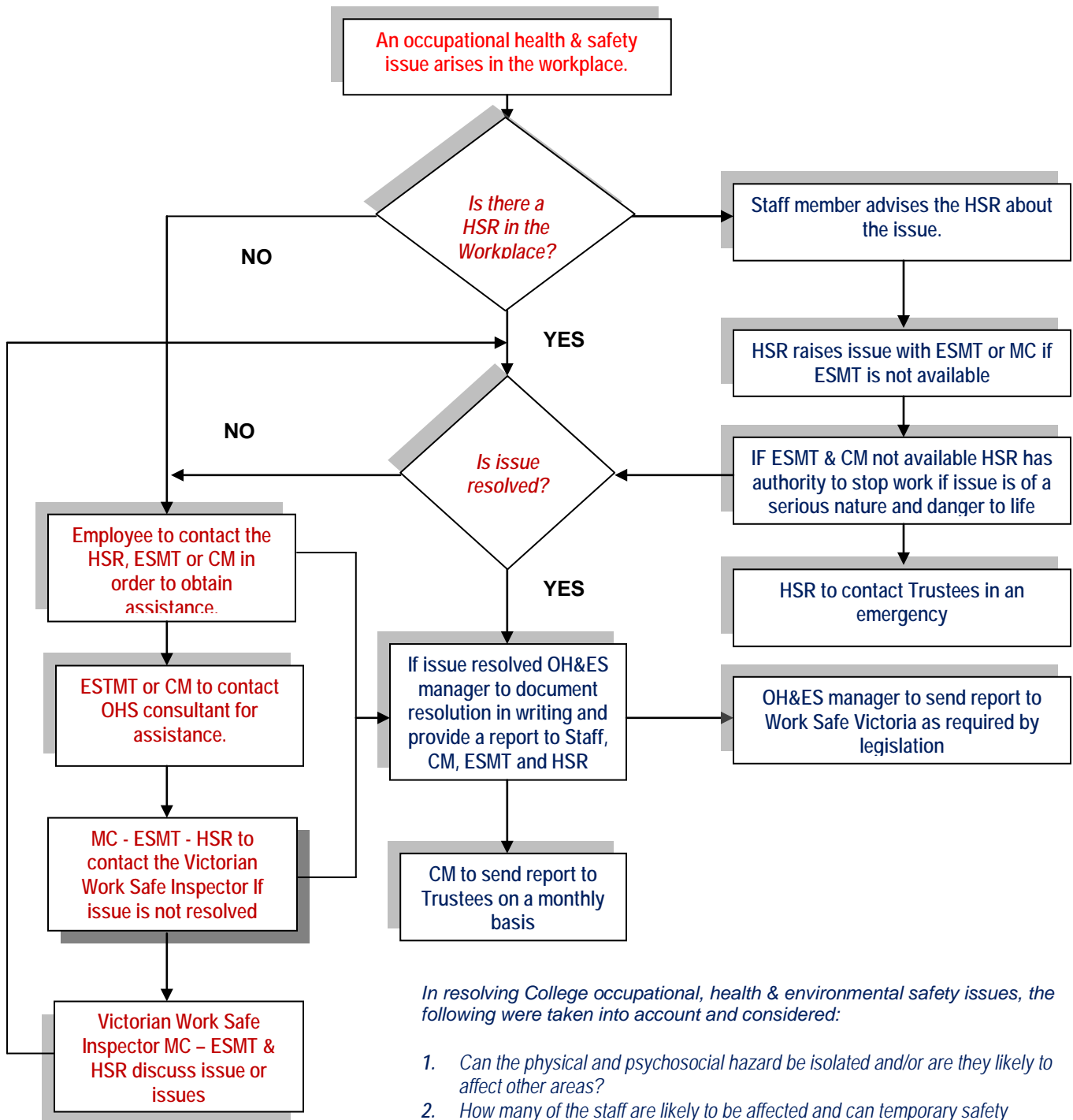
Title	Administrative Update Notes
Staff Area.	Staff area is available for teaching and administrative members. The staff room is currently being renovated to provide additional amenities. A BBQ and rest area is also being implemented for college staff.
Emergency Contact List	These lists are available with the Induction Packs. In addition lists are also located on the College intranet under Emergencies and are continually updated. Lists are kept by all staff as part of college policy.
Bomb Alert Policy	Bob alert procedures are located on all notice boards and on the telephone pads.
Student Lists	Student contact lists are maintained by the First aid department. ESMT, Heads of schools and exercise duty staff. This list is updated as required.
Student High Health Risk Policy	Students in the High risk Health category are monitored for any adverse signs and a list is maintained by the ESMT, administrative and First Aid staff.
Waste Management & Cleaners.	The current cleaning and waste management contracts are being reviewed for compliance with OH&S regulations. It is envisaged that the current contractors will be replaced due to poor performance levels.
First Aid Room.	There are two First aid rooms. One is located at the gymnasium and now the exercise area and the other First aid room in the Administrative building.
Furniture.	New ergonomic furniture is being purchased to replace the dilapidated furniture in the classrooms and offices. This is as a result of recommendations by the Health Consultant.
ICT Network.	The ICT Network room is located in two building for reasons of backup and security. One is in the administrative building and the other located in the Bell tower of the adjacent Church. Backups are conducted on a daily basis using wireless technology. These departments are out of bounds except for authorised members.
Student class rooms.	Student classrooms are being renovated to introduce technology and multimedia for student learning and interaction. renovations are expected to be completed by mid 2009.
Student Exercise Equipment.	The gymnasium is now open for all staff as recommended by Health consultant. Costs will be borne by management.
Security Locks.	A review of security locks was recently undertaken as recommended by Health consultant. Keys will be distributed when locks have been repaired and additional ones installed.
Emergency Procedures.	Emergency Procedures in tabulated format are NOW located in the appropriate areas. Emergency exits are also adequately marked as exit points in accordance with the Health Consultants report. Producers are checked by the HSR and nominated members responsible for their currency.
College Canteen.	The college canteen has recently been checked by the Monash Health inspector and recommendations are being implemented. Food is also being revised to ensure that healthy food is provided.
Exercise Area.	The exercise area is being renovated with synthetic grass is being installed in the main exercise area. Additional area is being cleared using the adjacent vacant block.

Updated 5 June 2009

Copyright: Abalinx: 2005. With permission

SAFETY INTERVENTION FLOWCHART

ANNEX I



In resolving College occupational, health & environmental safety issues, the following were taken into account and considered:

1. *Can the physical and psychosocial hazard be isolated and/or are they likely to affect other areas?*
2. *How many of the staff are likely to be affected and can temporary safety measures be taken?*
3. *Consider protective clothing and equipment if the hazard or safety issue warrants it*
4. *How long will it take to correct the hazard or safety and will it require a permanent correction*
5. *Who is responsible for performing and overseeing the hazard or the risk?*

The Bursar/Accountant is the designated College OH&ES Issue Resolution Manager
Updated 5 June 2009.

SUPPORT PROGRAMMES AND ORGANISATIONS

ANNEX J

Employee Assistance Program. GT HEALTH & SAFETY. The College currently employs a Health and Environmental consult to conduct Employee Assistance programs on staff health and well being. "Gary Thexton is a Health, Safety Consultant with considerable background enables organisation to create positive proactive Health and Safety systems for the well being of everyone, workers, contractors and visitors. " [19]

Gary Thexton CPMSIA OH&S Consultant GT Health And SafetyOffice/Home 9585 4232 Mobile 0409 210 883 Email: gary@gtthealthandsafety.com Website: www.gtthealthandsafety.com

Induction Trainer – RTW SOLUTIONS. The College current preferred training establishment located in the City of Monash is well placed and qualified to undertake the Induction Training. The Training provider has previously provided training on Fire and emergency drill training, Food handling course for the Hospitality teaching staff, First aid training, OH&S and asset Management. They also provide rehabilitation service for Work Cover insurance providers, and employers. See Below for website details.

"RTW Solutions is an accredited Registered Training Organisation (RTO). Our front-line training staff, are all minimum qualified in Certificate IV in Workplace Assessment and Training with extensive industry knowledge and first-hand experience. All our trainers have had many years of association with fire, health and safety organisations, and are annually updated with any new legislative and regulatory requirements of industry. In addition, we have a team of leading consultants from allied fields that provide back up to these front-line trainers ensuring that all our clients have access to the best training in their industry" [15]. See below for website details

Telephone: (W) 95632122 (E) Steve@syi.au.com <http://www.rtwolutions.com.au/>

Occupational Health & Environmental Consultants. ABALINX CONSULTANTS. The Green Meadows Community's preferred OH&S Consultant for matters regarding change management, Adult learning Principles and OHS Matters. Abalinx consultant consists of a team of skilled professionals that provide Adult Education, Training, Employment, IT Systems and Mature Age Advisory technologies.

ABALINX Links you on a National & International level. Our main office is located in Melbourne, Australia with associates in North America, Europe and Asia. For more information, contact our relationship adviser in Australia: Mobile +61 4 0996 5538, Fax +61 3 9432 5396, alternatively email us at abalinx@netspace.net.au or visit our website at www.abalinx.com [1]

PAST AND PRESENT PRACTICES

ANNEX K

A record of past and present practices is maintained by the college HSR staff to provide them with a reflective journal of events. The HSR staff are also required to provide a presentation at the Induction training. The information shown below is used as a training aid during the induction period. Updated 5 June 2009.

PREVIOUS PRACTICES

Reporting Unsafe Acts - Past Practices. Prior to the Safety Intervention study there was no formal induction training other than a handover of responsibilities between incoming and outgoing staff member, if and when it would happen. However as this is an educational setting where students range from the early learning centre at the age of four up to the Secondary School of year 12, the college can be overwhelming at first. The employee in this case may be a casual teacher or a new administrative staff member filling in for an ill staff member. They are not altogether familiar with their surrounding and as a result may be exposed to injury associated with the equipment and work based materials and substances.

The employee was therefore faced with the dilemma of how to report hazards or unsafe practices in his new environment. Not knowing how to report physical hazards or unsafe work practices, they bumbled their way through the day without seeking or obtaining support from management as it was expected that they knew. It was fortunate that serious injury did not occur to many of these new staff members. Management and staff need to understand that they all have a right to work in a safe environment and do not have to stand by and put up with unsafe workplace conditions, processes and/or systems.

Worker Cover Past Practices. Under the previous college management staff was intimidated by the ESMT if they asked to apply for work cover for an injury or illness arising out of the workplace. The unfortunate worker felt stigmatized and felt isolated in the workplace environment.

CURRENT PRACTICES

Reporting Unsafe Acts - Current Practices. During the induction period, staff should be given the opportunity to identify any hazards or unsafe workplace practices, near misses and injuries; and to advise their designated Head of school or HSR immediately. Positive action such as these goes a long way in encouraging and motivating staff towards embracing a safety culture in the workplace. The induction should also cover topics such as what to do if injured in the workplace. To whom do they go to see and report the injury, and who can assist them in processing any claims or other documentation of an administrative nature.

Worker Cover Past Practices. Under the previous college management staff was intimidated by the ESMT if they asked to apply for work cover for an injury or illness arising out of the workplace. The unfortunate worker felt stigmatized and felt isolated in the workplace environment.

Worker Cover Present Practices. During the Induction period should be encouraged to provide information to employees on workers compensation, explaining why it was designed as no fault system and the rehabilitation process that goes with it.

Pre-existing Injuries. Employers in Victoria need to write to prospective applicants to disclose any existing ailments. Potential employees on the other hand once having received it in writing have an obligation to advise their employer of a pre-employment injury or illness, which in the college setting may affect their job and performance. The induction period of training is the ideal setting where such matters can be resolved in an amicable and commonsense manner.

Employee FAQ. Although the list is endless, management should be prepared to answer questions during the induction period. A suggested list of FAQ is shown below:

1. Sorry to ask a stupid question but what does the job involve?

There is no such thing as a stupid question for the person asking the question does not know the answer. However in your job description it will match that of the Job Task that was mailed to your home address. These matters will be discussed with you in greater detail during the face to face discussions.
2. Who is the OH&S Coordinator.?
3. What are the OH&S Policies and practices?

John Betsopoulos is the Chief Coordinator followed by his Deputy Rick Mooreitis

These matters will be explained to you in greater detail during the Induction training and copies of College OH&S, EO and privacy policies are contained within your Policy Pack,
4. Work practices and safe use of equipment.

The College has hired a Health consultant, and implemented an Employee Assistance program to support and ensure that work practices are in the best interests of staff and that they meet all of the legislative requirements.
5. Physical or psychosocial hazards that may exist.

Management is always on the lookout for any potential physical or psychosocial hazards in the work place and it is strongly recommended that all such hazards be reported promptly so that action can be taken.
6. Preventive actions to contain control or remove.

A recent Safety Intervention Study was conducted and any hazardous material was removed. There are no known hazards currently within the confines of the college.
7. Is there any Personal Protective Equipment? (PPP)

Unless you are involved in maintenance or in the Science Laboratories, there is no other requirement for PPP. However should you require PPP for a particular work related task, you will be provided with the appropriate PPP.
8. Training to use PPP and Equipment.

Training will be available through our nominated trainers employed for such a role.
9. What is expected of me?

Carry out your tasks as per your job description. Feel free to speak to head of school for any support.
10. Who do I report complaints to?

Report it to your Head of School or ask to see the Principal if you are not happy with the decision, you may write to the Management committee and appeal to the Trustees on Management Committee decision. Trustee's decision is final, except in matters of law.

There is a presentation on this subject and a diagram of the procedure in your Policy pack.
11. What are the OH&S Consultative processes?
12. What actions to take if an injury occurs at work?

Report it to your Head of School or your HSR in your area. This will be explained to you during the Induction Training. (See Annex I)
13. Reporting of injuries and unsafe work practices?

That will be discussed at the induction training and there is a procedure in your pack. (See Annex I)
14. First Aid Procedures & location of First Aid?

The main First Aid station is in the Administrative building and the other is in the Gymnasium.
15. Is there Emergency Evacuation procedures?

There is a section on that in the policy pack and you will be physically shown where all the procedures are located.
16. Who to report to in an emergency?

Report to you Head of School or to a HSR staff member.
17. Is there a Drugs and Alcohol policy?
18. What happens when I fall ill?

Yes it is part of your policy pack and it will be discussed during the induction training

Depending on the illness, you would visit the First Aid section, but you would normally go home and return with a medical certificate.
19. Who are the Health and Safety Representatives?

Joseph Bloggs, John Bettopoulos, Maria Stamatakis, and Rick Mooreitis
20. Do you have a room for prayers?

There are at least three rooms available for prayers within the college premises, Library, Secondary and Gymnasium.
21. What if I have epilepsy, Do I have to advise everyone?

"People with epilepsy perform as well as matched unimpaired workers in the same jobs" [3]


The Health consultant in his report of the 5 June 2009, suggested control measures and recommendations is implemented to enable the college to return to a state of wellbeing. This would reduce expenditure, stop talented staff from leaving and create a pathway towards a more harmonious workplace environment. In the recommendations an Induction program was one of them as shown below.

1. Implement control measures immediately;
2. Employ an OH & ES consultant;
3. Introduce an Employee Assistance Program;
4. Introduce a staff quiet room;
5. Introduce Return to Work Rehabilitation Program;
6. Introduce an Incidents Surveillance System;
7. Introduce a No Bullying Procedural Policy;
8. Introduce EO Discrimination & Harassment training;
9. Introduce training for HSR and RTW Coordinators;
10. Introduce an Staff Attendance Policy;
11. Introduce a College Drug and Alcohol Policy;
12. Conflict Resolution Procedure - up to Trustee level;
13. Introduce access to senior management;
- 14. Introduce a Staff Induction Program;**
15. Address and investigate staff complaints;
16. Conduct staff OH&ES Training & presentations;
17. Empower staff to their duties and responsibilities;
18. Review staff working conditions;
19. Review cleaning contracts and cleaners instructions;
20. Install bullying, harassment & intimidation signage;
21. Review staff rosters, timelines and workloads;
22. Review college security measures;
23. Review emergency procedures;
24. Review canteen Food Handling & foodstuffs;
25. Renovate workplace & purchase new furniture;
26. Review College network security;
27. Review Health and Wellbeing Programs annually.
28. Review Job Descriptions;
29. Introduce Safety Rewards System; and
30. Reconsider Religious Training Curriculum.

Furthermore, it was the consultants opinion that the facilitation of stress within the college environment would depend on a clear and demonstrated commitment by management; and a willingness of staff to support positive strategies. Therefore the implementation of the above induction program would assist in the re-growth of the college towards a more sustainable well being future, free of physical and psychosocial hazards. The consultant also added that communication, consultation & cooperation were the important keys to the management of stress in the workplace and that "people have a right, and some say a duty, to participate individually and collectively in the planning and implementation of their community's safety work" [14].

INDUCTION COLLEGE ORIENTATION MAP

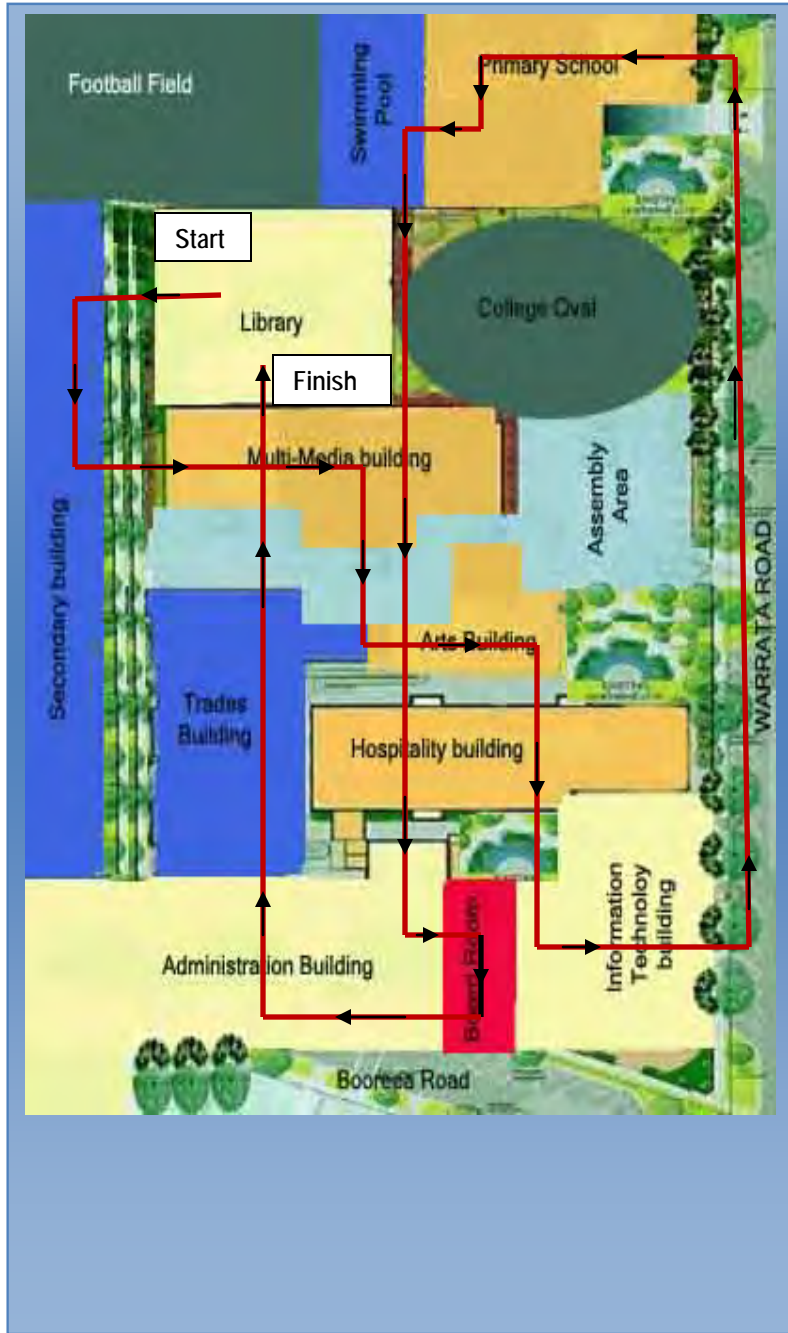
ANNEX N

College Induction Orientation Map. The suggested Induction tour Map is attached and can be changed according to circumstances.  Arrow denotes direction of College orientation Tour.

Sequence of Orientation

1. Library
2. Secondary Building
3. Multi-Media Building
4. Hospitality Building
5. Information Technology Building
6. Warrata Road
7. Primary School
8. Swimming Pool
9. Board Room
10. Administration Building
11. Trades Building
12. Library

End of Orientation



Copyright: Abalinx: 2005. With permission

The information contained within the report is based on a real college. Names and identification marks and material have been changed or removed for legal reasons. The information and material is real and the negative aspects of the material are based on real life scenarios. The report has been written for an audience (Trustees) that have a poor command of the English language and rely on consultants for professional advice and support. The information below is relevant to the report. **PETER ADAMIS 5 JUNE 2009**

A well planned and prepared induction training program will certainly provide the necessary injection of good faith back into the college community and provide them with greater understanding of the educational setting and their environment.

Copyright. Material that is of a copyright nature is that of ABALINX. A part of Peter Adamis.