

SILVER TREE STEINER SCHOOL



Offsite and Home Visit Procedure

2017

This policy applies to: The Administrator, teaching staff, non-teaching staff and contractors.

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PURPOSE

The purpose of this procedure is to outline the methodology by which the Silver Tree Steiner School and Early Childhood Team will manage the Occupational Health and Safety (OHS) risks associated with employees conducting visits offsite or working away from the school.

RELEVANT LEGISLATION

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

DEFINITIONS

Hazard:	Anything with the potential to cause harm, injury, illness or loss.
Management OHS Nominee:	A position nominated by the Workplace Manager to oversee the operational aspects of implementing health, safety and wellbeing initiatives, policies and procedures.
OHS Risk Register:	A register of the OHS risks identified at the workplace, along with the inherent risk rating, current controls and residual risk ratings.
Risk:	A description of the likelihood and consequence of a hazard causing injury or illness.
Risk assessment:	The process of determining the likelihood and consequence of injury, disease, illness or damage arising from exposure to a hazard.
Risk control:	Measures that eliminate or reduce the risks associated with hazards using the “hierarchy of controls”, where elimination of the hazard will be the first strategy considered.
Safe Work Procedures	Are documented procedures that outline: <ul style="list-style-type: none">▪ the hazards associated with performing a particular task.▪ safety instructions in performing that task.
Working offsite:	Describes work undertaken away from regular work locations such as within client’s homes and community settings. Note: This does not include events such as employee events, school excursions, camps or working from home.
Workplace Manager:	The Administrator/Principal responsible for the school.

RESPONSIBILITIES

Workplace Manager and/or **Management OHS Nominees** are responsible for:

- consulting with Health and Safety Representatives (HSRs) and employees in relation to identifying and managing the hazards and risks associated with employees conducting visits off site;
- the development and implementation of systems that ensures the whereabouts of employees conducting visits off site is known, recorded and accessible;
- ensuring that any known risks associated with a client visit, the client's family or carer and any hazards within a client's home environment are appropriately recorded and made available to employees who are required to provide a service to the client;
- ensuring that all instances of occupational violence and/or associated psychological distress are reported and managed using eduSafe;
- reviewing risk controls to make sure they are implemented and effective; and
- maintaining records of the risk management process and documenting hazards and associated risk controls in the OHS Risk Register ;
- ensuring employees are provided with the appropriate information, equipment and training to work safely offsite.

The functions of the HSRs can include:

- participating in the identification and implementation of risk controls associated with working off site;
- reporting on the use and effectiveness of risk control measures.

Employees are responsible for:

- participating in training as provided;
- following Safe Work Procedures (SWP) or work instructions designed to minimise risk;
- contacting their Workplace Manager, if there are known historical OHS risks associated with a particular visit, to discuss:
 - the particular OHS risks associated with the visit;
 - the measures in place to control or reduce the level of risk.
- recording their departure, location and expected time of return on a offsite register, diary sheet, calendar or equivalent system used in the local workplace;
- reporting hazards and incidents in accordance with the Hazard and Incident Reporting Procedure.

PROCEDURE

Identifying the hazards and risk assessment

The **Workplace Manager** and/or **Management OHS Nominee** in consultation with HSR/s and employees are to identify all hazards where offsite and home visits are conducted. In all instances the **Workplace Manager** and/or **Management OHS Nominee** must document the identified hazards.

The **Workplace Manager** and/or **Management OHS Nominee** must conduct a risk assessment for each specific hazard which may be encountered whilst conducting visits off site. All risk assessments are to be conducted in consultation with employees involved in undertaking conducting visits offsite and/or the HSR.

Controlling the risks associated with working offsite/conducting home visits

Where hazards are identified, controls must be established and implemented by the **Workplace Manager** and/or **Management OHS Nominee** in consultation with HSRs and employees.

When determining controls, the **Workplace Manager** and/or **Management OHS Nominee** must follow the hierarchy of controls outlined in the OHS Manual and identify the risks as either low, medium or high.

Any incidents or potential hazards while working offsite should be reported as per the Hazard and Incident Reporting Procedure.

TRAINING IN RISK AWARENESS

Employees who are required to work in situations where occupational violence may arise without warning are required to receive occupational violence training prior to being exposed to any potential hazards. The **Workplace Manager** and/or **Management OHS Nominee** are responsible for making sure that training requirements associated with working offsite are included in the induction of new employees.

SAFE WORK PROCEDURES

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for developing a Safe Work Procedure (SWP) for hazards relating to conducting visits offsite.

Recording employee movements

Employees undertaking work offsite must record their anticipated movements whilst away from their regular work location. The information may be recorded on an offsite register, diary sheet, calendar or equivalent system used in the local workplace. The system needs to record the following information:

- the address, suburb and land line number of the Home/Service being visited;

- the anticipated visit schedule, including the expected time of arrival, visit duration, return and travel time;

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for maintaining the offsite register, diary sheet, calendar or equivalent system used in the local workplace however may delegate this task to a nominated employee.

Reviewing Controls

The **Workplace Manager** and/or **Management OHS Nominee** are responsible for reviewing the effectiveness of risk controls in consultation with the HSR and employees. The outcome of this review is to be documented.

OHS Risk Register

The **Workplace Manager** and/or **Management OHS Nominee** are to make sure that the OHS Risk Register is kept up to date and is reviewed when hazards associated with working off site are identified, assessed, controlled and reviewed.

Reimbursement for Mileage and Hours

Early Childhood Teachers and Class 1 Teachers will be reimbursed their mileage as per the award and for the hours worked, including travel time, outside of school hours for their home visits. It is the Teachers responsibility to submit a completed Reimbursement form to the Bursar including the following details:

- Date of Home Visit
- Child Full Name
- Location Address
- Hours spent in travel and at address

If you would prefer to claim this through your tax return and not be reimbursed do not submit a reimbursement form.

REFERENCES

WorkSafe: Working Safely in Visiting Health Services 2006

WorkSafe: Working Safely in Community Services 2006