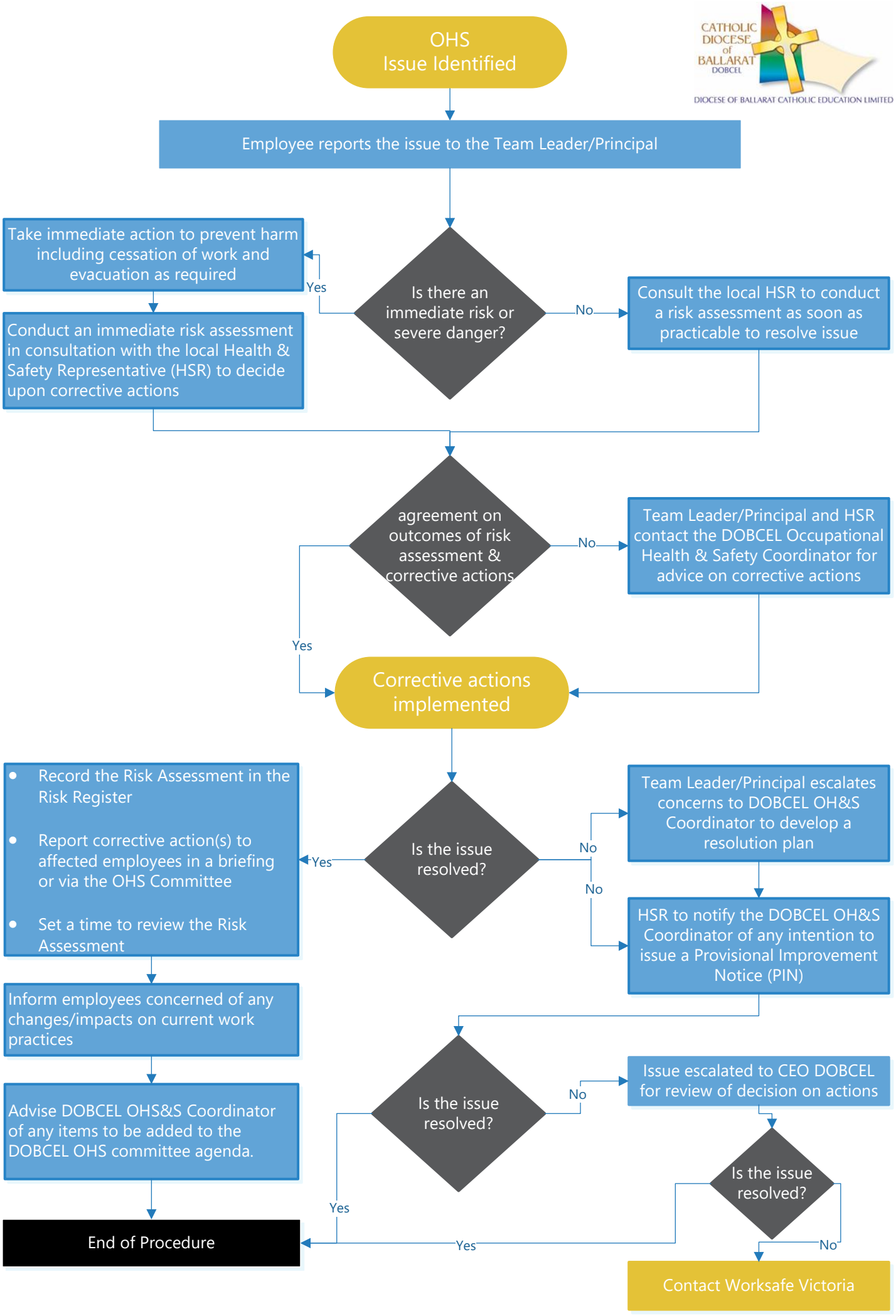
OHS
Issue Identified
CATHOLIC DIOCESE of BALLARAT DOBCEL
DIOCESE OF BALLARAT CATHOLIC EDUCATION LIMITED
Employee reports the issue to the Team Leader/Principal
Is there an immediate risk or severe danger?
Yes
Take immediate action to prevent harm including cessation of work and evacuation as required
Conduct an immediate risk assessment in consultation with the local Health & Safety Representative (HSR) to decide upon corrective actions
No
Consult the local HSR to conduct a risk assessment as soon as practicable to resolve issue
agreement on outcomes of risk assessment & corrective actions
No
Team Leader/Principal and HSR contact the DOBCEL Occupational Health & Safety Coordinator for advice on corrective actions
Yes
Corrective actions implemented
Is the issue resolved?
Yes
Record the Risk Assessment in the Risk Register
Report corrective action(s) to affected employees in a briefing or via the OHS Committee
Set a time to review the Risk Assessment
Inform employees concerned of any changes/impacts on current work practices
Advise DOBCEL OHS&S Coordinator of any items to be added to the DOBCEL OHS committee agenda.
No
Team Leader/Principal escalates concerns to DOBCEL OH&S Coordinator to develop a resolution plan
No
HSR to notify the DOBCEL OH&S Coordinator of any intention to issue a Provisional Improvement Notice (PIN)
Is the issue resolved?
Yes
No
Issue escalated to CEO DOBCEL for review of decision on actions
Is the issue resolved?
Yes
No
End of Procedure
Contact Worksafe Victoria