

# OCCUPATIONAL HEALTH AND SAFETY POLICY

## Aim of this Occupational Health and Safety (OHS) Policy

Our policy informs staff, students, visitors and other relevant parties that OHS is an integral part of all our operations.

## Who has ultimate authority and responsibility for OHS in this school?

The Employer at our school is Father John O'Reilly. The daily administration of Occupational Health and Safety (OHS) matters has been delegated to the school Principal, Mary Rengey who has also assigned part shared responsibility to a Health and Safety Committee to the day to day responsibility of Occupational Health and Safety.

## All leaders and staff are committed to:

- Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties.
- Following a systematic approach to OHS risk management and ensuring that our school can meet its OHS obligations.
- Providing OHS information, training and supervision to employees and other relevant parties.
- Consulting with employees (and their representatives), school leaders and other stakeholders on OHS issues.
- Resolving any OHS issues by following the school's OHS Issue Resolution procedure.

## We exercise our responsibility for OHS by:

- Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria.
- Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
- Providing and maintaining safe plant and systems of work.
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances.
- Maintaining, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health.
- Providing adequate facilities for the welfare of all employees and students.
- Providing information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.

### Employees, contractors and sub-contractors are responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner.
- Taking reasonable care of their own health and safety and that of others affected by their actions or omissions.
- Complying with the safety procedures and directions as set by the Principal.
- Not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students.
- Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

### Other parties are responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner.

## Review

This document shall be reviewed within three years of the date of issue.

**Employer:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Principal:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

February 2017