



OCCUPATIONAL HEALTH AND SAFETY POLICY

A POLICY FOR A SAFE & HEALTHY SCHOOL ENVIRONMENT

Rationale

St Patrick's College is committed to maintaining a safe environment for all in its community. St Patrick's College has both a legal and moral obligation to provide an environment which is safe for all who enter the College property. This obligation shall be enshrined in the College's Occupational Health and Safety Policy (OH&S).

Mission

*We value and nurture the uniqueness of each individual within our community.
We provide a school environment where all feel safe and happy.*

College Mission 2006 - 2010

Scripture

"Is not the Lord your God with you? Has he not given you peace on every side? For He has delivered the inhabitants of the land into my hand; and the land is subdued before the Lord and his people. Now set your mind and heart to seek the Lord your God. Go and build the sanctuary of the Lord God so that the ark of the covenant of the Lord and the holy vessels of God may be brought into a house built for the name of the Lord"

1 Chronicles 22: 18 - 19

Policy

The College will endeavour at all times to comply with all legal responsibilities as specified by appropriate Occupational Health and Safety legislation. The College will make every reasonable effort to prevent accidents, protect all members of the community from injury and promote the health, safety and wellbeing of all employees, students, parents, contractors and other visitors to the school site.

Definition of Terms

Act - The Occupational Health and Safety Act 2004

Health and Safety Representative (HSR) – a representative of the College who has been elected, in accordance with section 30 of the Occupational Health and Safety Act 2004, by employees at the College for a term of two years.

Management Representative – The Headmaster of the College or his nominee.

OH&S Guidelines

Pursuant to the legal and moral obligation of the College in relation to OH&S the following guidelines will apply:

Duties of employers to employees

- An employer must, so far as is reasonably practicable, provide and maintain for employees of the employer a working environment that is safe and without risks to health.
- provide or maintain plant or systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- make arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage or transport of plant or substances;
- maintain, so far as is reasonably practicable, each workplace under the employer's management and control in a condition that is safe and without risks to health;
- provide, so far as is reasonably practicable, adequate facilities for the welfare of employees at any workplace under the management and control of the employer;
- Provide such information, instruction, training or supervision to employees of the employer as is necessary to enable those persons to perform their work in a way that is safe and without risks to health.

Responsibilities of Employees in Leadership Positions

- Ensure that the working environment is safe and without risks to health;
- Identify any unsafe or unhealthy conditions or behaviour;
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- Attempt to remedy all problems related to occupational health and safety. If unable to rectify the problem, consult with the HSR and or management representative.

Duties of Employees

- Employees **MUST** take reasonable care for his or her own health and safety; *and*
- 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*
- Co-operate with his or her employer with respect to any action taken by the employer to comply with the requirement imposed by or under the Act or regulations.

Communication

The College will communicate to key stakeholders, the process to report potential hazards to the relevant authorities.

Review of Procedures and Policy

The St Patrick's College Occupational Health and Safety procedures and policy will be reviewed every year to ensure that the College continues to be compliant with any changes to the OH&S legislation.

Relevant Guidelines and Procedures

The College has adopted the following Guidelines and Procedures to assist the College in maintaining a healthy and safe environment:

- EREA Risk Management Plan and Policy
- Non-smoking Procedures;
- Sun Smart Procedures
- First Aid Procedures
- Blood Borne Infectious Disease Procedures
- Medical conditions Procedures
- Evacuation procedure;
- Emergency procedures;
- Induction of new staff procedure;
- Contractor induction/management procedure;
- Laboratory conduct and handling, storage and disposal of chemicals;
- Hazard reporting;
- Staff welfare procedures;
- Purchasing guidelines;
- School safety auditing procedure;
- Facilities design, upgrade and maintenance procedures;

For Additional Information

The OH&S Committee members will be able to provide further information on matters pertaining to OH&S, They include:

- Headmasters Delegate
- HSR - Health & Safety Representative
- College Business Manager
- Deputy Headmaster (Student and Staff wellbeing)
- Kitchen/Food Tech Representative
- Technology Representative
- Science Representative
- Non-Teaching staff member
- Teaching Staff member

Copies of these procedures and guidelines are available online on the College intranet and website. Staff will have access to training related to these guidelines and procedures. OH&S will be incorporated into the induction programme for new employees.

Status of Policy: Ratified by the College Board December 2013

Sources: SPC OH&S Policy 1994 OH&S Resources including:
www.workcover.vic.gov.au OH&S Act 2004

Review: 2019