



OCCUPATIONAL HEALTH AND SAFETY POLICY

Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

Background

Edmund Rice Education Australia – Victorian Schools Limited (EREA-VSL), as St Patrick's College's governing authority, sets the policy framework for all EREA-VSL schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students*.

*Student includes any person enrolled in the College, either as a day pupil or as a boarder.

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

Educating hope-filled, compassionate and confident young men for their place in the world.

College Mission 2023-2025

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 endeavor at all times to comply with all legal responsibilities as specified by appropriate Occupational Health and Safety legislation namely The Occupational Health and Safety Act 2004.

The College will make every reasonable and practicable 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 Principal of the College or his nominee.

OH&S Guidelines

Pursuant to the legal and moral obligation of the College in relation to 'The Act' 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.

Duties of Employees

- Employees **MUST** take reasonable care for his or her own health and safety;
- Take reasonable care for the health and safety of persons who may be affected by the employee's acts or omissions at a workplace;
- 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 Guidelines and Procedures to assist the College in maintaining a healthy and safe environment and can be found on College Policy Connect.

For Additional Information

The College has an OH&S Committee that meets quarterly. Members of the OH&S Committee include:

- Principals Delegate
- HSR - Health & Safety Representative
- Members of the college community

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 program for new employees.

Status of Policy

This policy has been downloaded from CompliSpace, is endorsed by EREA-VSL and is reviewed annually.

Policy owner	St Patrick's College - Ballarat
Approving authority	Principal
Approval date	September 2025
Risk rating	HIGH
Date of next review	January 2027
Publication details	School website

POLICY DATABASE INFORMATION	
Assigned TERE Board Framework	Child Safety
Related policies	Accident Management Policy Anaphylaxis Policy First Aid Policy Pastoral Care Policy Student Concussion Policy Supervision (General) Policy Supervision (Yard Duties) Policy