Occupational Health & Safety Policy

St. Patrick’s School aims to provide a safe, healthy and secure learning and working environment for all students, staff, visitors and contractors. Measures are taken, and resources are made available, to ensure that all aspects of the school’s activities are safe, and risks to health are eliminated or managed appropriately.

St. Patrick’s School ensures that it complies with the relevant Occupational, Health and Safety (OH&S) Acts, Regulations, Codes of Practice and Catholic Education guidelines at all times.

Through the implementation of this policy, St. Patrick’s School is committed to:

- Providing and maintaining a safe school environment.
- Monitoring work practices and the school environment to ensure that they remain free of risk to Health and Safety.
- Fostering an environment that maintains a ‘zero tolerance’ to child abuse.
- Providing and maintaining safe buildings and equipment.
- Providing information, training, instruction and supervision to staff, visitors, contractors, parents and students on relevant aspects of Health and Safety.
- Monitoring the Health and Safety of everyone at the school site.
- Consulting with staff, contractors, parents, students and others on all issues relating to Health and Safety.
- Ensuring the safe use, handling, storage and transport of equipment or substances.
- Keeping records related to all aspects of Health and Safety.
- Supporting injured staff members return to work as soon as possible.
- Ensuring the Health and Safety of others (visitors, parents, contractors and volunteers).

Staff Members at St. Patrick’s School shall take all reasonable care to:

- Take care of their own Health and Safety, and that of others.
- Cooperate with St. Patrick’s School to ensure they follow Health and Safety work procedures.
- Abide by all training, instruction and supervision provided.
- Consult with St. Patrick’s School on issues which may affect Health and Safety.
- Take action to identify report and control all potential hazards, including issues concerning child safety to the Child Safety Officer.
- Report all incidents and injuries as soon as practical.
- Participate in rehabilitation programs to assist injured staff members return to work.
• Abide by St. Patrick’s School Child Safe standards, including the code of conduct and all other policies, practices and procedures as per Ministerial Order 870.

Contractors engaged to undertake work on behalf of St. Patrick’s School Nhill shall take all reasonable care to:

• Cooperate with the school to ensure Health and Safety procedures are followed.
• Ensure that all workers hold appropriate licences and accreditation.
• Complete St. Patrick’s School’s induction process and follow the school’s Contractor Management Procedure.
• Maintain current Working With Children Checks (WWCC).
• Abide by all training, instruction and supervision provided.
• Complete St. Patrick’s School’s registry upon entering and exiting the premises and wear an identification badge at all times while on the premises.
• Consult with the school on issues which may affect Health and Safety.
• Take action to identify, report and control all potential hazards.
• Report all incidents and injuries as soon as practical.
• Participate in rehabilitation programs to assist injured workers return to work.
• Follow staff direction and cooperate with school staff in the case of an emergency.
• Abide by St. Patrick’s School Child Safe standards, including the code of conduct and all other policies, practices and procedures as per Ministerial Order 870.

Visitors and volunteers at St. Patrick’s School shall take all reasonable care to:

• Cooperate with the school to ensure Health and Safety procedures are followed.
• Complete St. Patrick’s School’s registry upon entering and exiting the premises and wear an identification badge at all times while on the premises.
• Provide and maintain currentWorking With Children Checks (WWCC).
• Abide by all training, instruction and supervision provided.
• Consult with the school on issues which may affect Health and Safety.
• Take action to identify and report potential hazards.
• Report all incidents and injuries as soon as practical.
• Follow staff direction and cooperate with school staff in the case of an emergency.
• Abide by St. Patrick’s School Child Safe standards, including the code of conduct and all other policies, practices and procedures as per Ministerial Order 870.

Related Documentation
Child Safety Policy
Child Safety Code of Conduct
Vision and Mission Statements
School Child Safety Officer
Anti-Bullying policy
Social Media policy