




# Occupational Health and Safety Policy

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22/6/2020	22/6/2020	2023
<b>Policy Authorisation</b> – Canonical Administrator		
Fr. Peter Hudson	Signature 	
<b>Document History</b>		
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## Rationale

Dignity, safety and wellbeing of people are central to the Church's teaching, therefore in St. Patrick's School the health and safety of all staff, students, volunteers, visitors and external providers is vital to the successful functioning of the school and is the responsibility of all. In order to fulfil this responsibility, the Principal has a duty of care to maintain and provide a work environment that is free of risk to the health and safety for all.

## Definitions

**School staff**- an individual working in a school environment who is:

- directly engaged or employed by a school governing authority;
- a volunteer or a contracted service provider (whether or not a body corporate or any other person is an intermediary); or
- a minister of religion.

**Visitors**- those that visit the school for a brief or single purpose. Visitors are supervised at all times.

**External providers** refers to external educational and health advisors, IT specialists, chaplains and contractors such as trades people and architects.

**School environment** means any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, including:

- a) a campus of the school;
- b) online school environments (including email and intranet systems); and
- c) other locations provided by the school for a child's use (including, without limitation, locations used for school camps, sporting events, excursions, competitions, and other events).

## Principles

St. Patrick's school is committed to:

- providing adequate resources for implementing this policy which includes assigning responsibilities for Occupational Health and Safety (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, an environment that it is safe and without risks to

- physical and mental health;
- providing adequate facilities for the welfare of all staff, students, the school community, visitors, volunteers and external providers;
- providing information, training and supervision for staff, volunteers, visitors and external providers enabling them to work in a safe and healthy manner; and
- maintaining physical infrastructure, including buildings, plant and equipment and cars in a condition that ensures it is safe to use

## Policy

St. Patrick's School is committed to providing a safe working environment through consistent implementation of the Occupational Health and Safety Policy. This policy applies to all staff, students, visitors, volunteers and external providers in school environments.

## Responsibilities

The school's **Governing Authority** is responsible for providing a safe environment and ensuring that appropriate policy, procedures and practices are in place.

The **Principal** is responsible for:

- embedding a safe and healthy workplace to staff, volunteers, visitors, external providers and other parties;
- implementing a systematic approach to OHS risk management and ensuring that the school can meet its OHS obligations;
- ensuring the OHS officer has a clear role description that is communicated to the staff and school community;
- providing OHS information, training and supervision to staff and other relevant parties;
- consulting with the governing authority, staff (and their representatives), the School Advisory Council and other stakeholders on OHS issues;
- resolving any OHS issues by following the DOBCEL's OHS Issue Resolution procedure (*Appendix 1*);
- providing sufficient time and resources for the OHS Officer and team to operate effectively;
- providing appropriate procedures and guidelines to support employees, contractors and visitors when undertaking their work;
- ensuring there are procedures and documentation for incidents and accidents and when required, return to work processes;
- monitoring actions by OHS team and following up on any performance issues; and
- ensuring that employment practices and procedures comply with the Equal Opportunity Act (Vic) 2010.

**OHS Officer/OHS Team** is responsible for:

- conducting regular meetings of OHS Team, led by OHS Officer and including representatives from teaching and non-teaching staff;
- communicating to Principal on matters of concern by OHS Officer;
- consulting with staff (or their representative) on decisions and changes that effect their workplace in relation to OHS requirements and procedures;
- analysing OHS incidents that are recorded in the Incidents and Accidents Register and identifying areas of risk, further training or modifications to procedures;
- identifying risks and strategies to minimise or eliminate risk in conjunction with the risk management leader; and
- audits procedures for hazardous and dangerous goods

**School Staff, Volunteers, Visitors and External Providers** 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 the staff; and
- acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

## Relevant Legislation

- Occupational Health and Safety Act 2004 (Vic)
- Workplace Injury and Rehabilitation and Compensation Act 2013
- Fair Work Act 2009
- Equal Opportunity Act 2010
- Occupational Health and Safety in Schools (WorkSafe)

## Key related documents

- Anti-Bullying (including cyberbullying) and Harassment Policy (students)
- Student Care and Health Policy
- Duty of Care: Supervision of Students
- Anti-Bullying Policy (adults)
- Complaints and Grievances Policy
- Occupational Rehabilitation and Return to Work Procedures
- Digital Technology Policy (students, staff, parents)
- Staff Handbook (such as procedures re staff illness and medicines, hazardous and dangerous goods, reporting concerns and responsibilities)
- Parent Handbook
- Emergency Management Plan
- Critical Incidents Plan
- Child Safety Commitment Statement and Code of Conduct

## OHS Issue Resolution Procedure

