

## 5.04

### MERCY EDUCATION POLICY 5.04 WORKPLACE HEALTH AND SAFETY

#### Introduction

Mercy Education Limited (Mercy Education) values its people and recognises that health and safety are integral to achieving excellent educational and work performance outcomes.

Mercy Education is legally and morally committed to providing employees, students, contractors, volunteers, and visitors with a healthy and safe working and learning environment.

Mercy Education will, as far as is reasonably practicable, take action to improve and promote health, safety, and wellbeing to prevent workplace injuries and illnesses at all Mercy Education workplaces.

#### Purpose

To inform employees, students, contractors, volunteers, and visitors that Workplace Health and Safety (WHS) is an integral part of all operations at Mercy Education workplaces.

#### Definition

Workplace Health and Safety (WHS) is concerned with protecting the safety, health and welfare of employees, students, contractors, volunteers, and visitors in all Mercy Education workplaces. By law, both employers and employees are responsible for health and safety in the workplace.

Health is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity.

Employee: staff and contractors either employed or directly engaged by Mercy Education schools (including Board Directors and non-director Committee members), all staff working at the Mercy Education office, volunteers and members of the clergy or diocese.

Volunteer: A person who willingly gives their time for the common good without financial gain

Workplace: the place where work is carried out for an employer.

Work environment: is composed of physical conditions (such as office temperature, furniture, or equipment), and virtual environments and includes factors such as work processes or procedures.

## **Coverage**

This Policy applies to all employees, students, , volunteers, and visitors in all Mercy Education workplaces and includes activities and instances when performing work at an offsite work environment .

## **Policy Statement**

- 01 Each Mercy Education College and workplace will, as far as reasonably practicable, take steps to:
  - prevent injury and illness in the workplace
  - consult with workers on health and safety issues
  - achieve continuous improvement through the monitoring and review of measurable targets and objectives and the ongoing improvement of our Workplace Health and Safety Management System
  - comply with relevant health and safety legislation
  - allocate adequate resources to maintain a safe and healthy workplace.
  
- 02 Each Mercy Education College and workplace will, as far as reasonably practicable, meet their commitment to health and safety by:
  - identifying, assessing, and controlling hazards and risks in the workplace
  - providing safe systems of work and work equipment
  - providing the necessary training and instruction for workers to perform tasks safely
  - providing necessary and appropriate supervision to facilitate safe work
  - reporting, recording, and investigating all incidents as appropriate
  - consulting with workers when preparing and amending policies and procedures
  - communicating this policy to workers
  - regularly reviewing health and safety practices to ensure continuous improvement and effectiveness.
  
- 03 All Mercy Education employees, visitors and volunteers are required to:
  - take reasonable care for their own health and safety and the health and safety of others including the safety of all students
  - act in a manner that does not put themselves and others at risk
  - report hazards and incidents
  - participate in appropriate WHS training as required
  - consult and cooperate with Mercy Education on WHS matters including Mercy Education procedures and safety instructions

**Related Documents:**

Mercy Education Limited

- *1.06 Policy Complaints Management*
- *1.10 Policy Codes of Conduct*
- *5.02 Policy Employees Working Offsite*
- *Policy 5.05 Health and Wellbeing*
- *Policy 6.09 Child Protection*
- *4.01 Operational Instructions: Volunteers in our Schools*
- *4.03 Operational Instructions: Induction to Mercy Education*

**Review History:**

<b>Version</b>	<b>Date Released</b>	<b>Next Review</b>	<b>Author</b>	<b>Authorised</b>
1.0	Sept 2017	Mar 2020	Risk & Compliance Leader	MEL Board
2.0	Mar 2020	Mar 2023	Risk & Compliance Leader	MEL Board
3.0	May 2023	May 2026	Head of People & Culture	MEL Board