



## OCCUPATIONAL HEALTH AND SAFETY POLICY

### RATIONALE

Victorian legislation (Occupational Health and Safety Act 2004) requires workplaces to provide a safe and healthy working environment, and establish a compensation and rehabilitation system that ensures no worker is disadvantaged if they be injured at work.

In accordance with the Mercy values of Justice and Respect, Sacred Heart College is committed to maintaining a safe working environment for all. As is mandated by legislation, it is the position of the College to make every reasonable effort to prevent accidents and injuries, and promote the health, safety, and welfare of all workplace participants, students, parents and other visitors to the College.

### POLICY STATEMENT

The College is committed to:

- providing a safe and healthy workplace to staff, students, visitors, contractors, and other parties
- ensuring the College meets its OHS obligations
- providing OHS information, training, and supervision to employees and other relevant parties
- consulting with employees (and their representatives), managers, and other stakeholders on OHS issues
- resolving any OHS issues by following the College's OHS Issue Resolution procedure

### DEFINITIONS

**Act:** the Occupational Health and Safety Act 2004.

**Health and Safety Representative (HSR):** a staff representative of the College who has been elected, in accordance with section 54 of the Occupational Health and Safety Act 2004, by employees of the College. The term of appointment for an HSR is three years.

**Management Representative:** the Principal of the College or nominee.

**Workplace Participant:** All College employees, contractors, consultants, students on placement and volunteers (hereafter referred to as Workplace Participants), both inside and outside of the workplace

### RESPONSIBILITIES

The College and Leadership Team are responsible for:

- providing adequate resources for implementing this policy which includes assigning responsibilities for 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 practical, a school that it is safe and without risks to physical and mental health
- providing adequate facilities for the welfare of all workplace participants and students
- providing information, training and supervision for workplace participants enabling them to work in a safe and healthy manner

Workplace Participants 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
- complying with the safety procedures and directions
- acting in accordance with agreed College procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative
- assisting the College Leadership Team in the event of an emergency and fulfilling safety/emergency appointments as directed by the Principal and Leader of Business Operations, including the attendance at relevant training and whole-staff briefings.

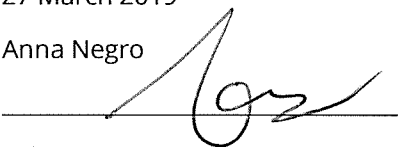
## ASSOCIATED DOCUMENTS AND PROCEDURES

- Respectful Workplace Policy
- Manual Handling Policy
- Grievance policy and procedure
- Worksafe Victoria - if you are injured at work poster – displayed in staffroom
- OHS Issue Resolution poster
- Return to Work Procedures
- Hazard Reporting through OHS Committee members
- Risk Assessment
- Safe and Sound Practice Guidelines (CECV)
- Employee and Contractor Inductions
- Chemical Storage Procedures
- The College's Emergency Management Plan

### Related Legislation:

- Occupational Health and Safety Act 2004 (Vic.)

## DOCUMENT CONTROL

Date Approved:	27 March 2019
Name:	Anna Negro
Signature:	
Date Presented at Council Meeting:	
Sponsor:	Human Resources Manager
Person Responsible for Implementation:	Principal
Last Amended:	March 2019
Next Review Date:	March 2020
Location Checklist:	<input checked="" type="checkbox"/> Staff Handbook <input type="checkbox"/> Students <input type="checkbox"/> Parent Portal <input type="checkbox"/> Website