

# St Mary's College

## Occupational Health and Safety Policy



- Training should be conducted on this policy for all staff when it is introduced and new staff should receive training on this policy as part of their induction. It is advisable that all staff receive regular refresher training on this policy (recommended annually). It is also important that the School ensures that contractors or volunteers who work at the School are made aware of this policy.
- The School should ensure that a copy of this policy is provided to all new staff during their induction and that copies are readily available to all staff and contractors, such as via the School intranet and displayed on the OHS Noticeboard in the staffroom.
- There is a legal requirement for employers to consult with Health and Safety Representatives and employees on health and safety matters that will or are likely to directly affect their health, safety or welfare. Consultation does not have to mean agreement, however, there must be an opportunity for sharing of information, giving employees a reasonable opportunity to express their views and take into account those views.
- You can consult with employees in a number of ways including at team meetings, health and safety committee meetings or one-on-one discussions. It is important to record notes associated with these meetings, who was present (we recommend signed attendance sheets), when they were held, what the topic for discussion was etc.

St Mary's College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

### Aim of this OHS Policy

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at St Mary's College.

### Who has ultimate authority and responsibility for OHS in this school?

The daily administration of OHS matters has been delegated to the school Principal Mr Wayne Smith.

### Commitment to OHS

St Mary's College and its management is committed to:

- providing a safe and healthy workplace to staff, students, visitors, contractors and other parties
- ensuring that our school can meet 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 school's OHS Issue Resolution procedure.

### Responsibilities

St Mary's College and its senior management is 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 practicable, a school that it is safe and without risks to physical and mental health
- providing adequate facilities for the welfare of all employees and students
- providing information, training and supervision for employees and contractors enabling them to work in a safe and healthy manner.

Employees, contractors and sub-contractors will be 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 school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

## Review

St Mary's College is committed to continual improvement of its OHS performance.

Authorised by:  
Principal

Signature:

Date:

Policy ratified by School Leadership Team: June 2020  
Person responsible: Felicity Melville  
Next review date: June 2021

## Relevant Legislation

Victorian [Occupational Health and Safety Act 2004](#)

## Related school policies

Essential Safety Measures Policy  
First Aid Procedures

## Related documents

OHS Issue Resolution Flowchart  
OHS Induction Checklist

## External resources

WorkSafe Victoria 2017 [OHS in schools: A practical guide for school leaders](#)