



## ST ANDREW'S OCCUPATIONAL HEALTH AND SAFETY POLICY

St Andrew's School 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.

### PURPOSE

St Andrew's School strives to be a community of faith, hope and love where the wellbeing and interests of all students is foremost. We have a responsibility to provide a safe, work environment for all members of our school community. The MACS Board is resolutely committed to ensuring that all MACS staff, including employees, Board members, committee members, contractors, volunteers and clergy, act in a manner that promotes safe school environments.

We have a particular duty of care for the safety of our students. It is important, therefore to identify the arrangements and resources in place to minimise the risk of injury to our community.

A safe and healthy workplace for all staff, students, volunteers, contractors and visitors is essential to the wellbeing of our school community.

### SCOPE

This policy applies to all staff, students, volunteers, contractors and visitors when at St Andrew's School or involved in school activities and events. The MACS Board is committed to promoting a healthy and safe environment and recognises its obligations under the Occupation Health and Safety Act 2004 in all MACS Schools. The OHS policy informs St Andrew's School staff, students, visitors and other relevant parties that OHS is an integral part of all MACS operations.

### PRINCIPLES

- All St Andrew's School staff as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons in the workplace and the promotion and maintenance of occupational health and safety
- Provision of a safe and healthy workplace to staff, students, visitors, contractors and other parties
- Ensuring that our school can meet its Occupational Health and Safety (OHS) obligations
- Providing OHS information, training and supervision to employees and other relevant parties.
- Employees (and their representatives), managers and other stakeholders will be consulted on OHS issues

- Resolving any OHS issues through the school's OHS Issue Resolution procedure

## SCOPE

This policy and accompanying procedures apply to all St Andrew's School students and staff, visitors, contractors and others when in the school environments.

The Principal and staff at St Andrew's School are committed to providing a safe and healthy workplaces to staff, visitors, contractors and other parties.

## POLICY

The Principal at will ensure, as far as St Andrew's School practicable, that all employees are safe from injury and risks to health and safety in the workplace. This commitment will be met by ensuring that work practices and procedures adopted throughout comply with the St Andrew's School acts and regulations governing occupational health, safety and welfare. All persons, including staff, volunteers, contractors, students and visitors to schools, are expected to take all practical measures to ensure a safe and healthy working environment in keeping with the following specifically defined responsibilities.

St Andrew's School manages occupational health and safety (OHS) through adherence to a range of OHS procedures, regular training, consultation and ongoing monitoring.

MACS, the Principal and all staff have a responsibility to promote health and safety in the workplace to the people working under their direction, and are accountable for OHS within their areas of responsibility.

A designated OHS Officer and elected Health and Safety Representative(s) will ensure that all OHS procedures and processes are actively observed. The Principal and OHS Officer are responsible for ensuring the implementation of the policy.

Health and safety issues that are identified in the workplace will be addressed using the OHS Resolution Flowchart (Appendix 1).

The principal is responsible for ensuring:

- adequate resources are available to implement the policy, including assigning responsibilities for OHS duties to the designated Officer(s) and committee
- safe equipment and work systems are in place and are maintained appropriate
- arrangements are in place, and monitored, for the safe use, handling, storing and transport of plant and substances
- maintaining, so far as is reasonably practicable, a school environment and culture that it is safe and without risks to physical and mental health
- adequate facilities for the welfare of all employees and students are provided
- information, training and supervision for employees and contractors is available and enables them to work in a safe and healthy manner students (Appendix 2)
- that employees, volunteers and contractors are informed of the school's child safe policies and procedures in place to ensure the safety of all children
- strategies to promote child empowerment and participation so that students participating in workplace learning have the skills and knowledge to recognise abuse or other risks to their safety, and the confidence to raise concerns, make complaints or let someone know they feel unsafe are in place at the school

- an Occupational Health and Safety Committee is formed at [insert school's name] to:
  - facilitate cooperation between the school staff in instigating, developing and carry out measures designed to ensure the health and safety at work of the employees
  - to formulate and review the standards, rules and procedures relating to health and safety that are to be carried out or complied within
  - ensure appropriate records under their control are maintained in accordance with the St Andrew's School OHS policy
  - meet at least once every three months; and at any other time if required
  - attempt to resolve any issue concerning health or safety that arises in the workplace or from the conduct of the undertaking of the employer

Employees 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
- identify and report any unsafe or unhealthy conditions or behaviour
- ensuring that the behaviour of all persons in the workplace is safe and without risk to health
- not intentionally or recklessly interfere with or misuse anything in the workplace
- ensuring they are not under the influence of drugs or alcohol whilst in the workplace that may endanger their own safety at work or the safety of others in the workplace
- keeping their own work areas tidy and safe

Volunteers, contractors and subcontractors and visitors are required to comply with the school's OHS policy. They must observe directions on health and safety from the staff in the school. Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of a contract. Visitors who fail to follow directions may be asked to leave the premises.

Where applicable, prior to commencing work experience, students must satisfactorily complete occupational health and safety training. It is the responsibility of the principal to determine which OHS program is the most appropriate for the student to undertake.

### **Relevant Legislation**

Victoria. [2004 Occupational health and safety Act.](#)

### **Related school policies**

Critical incident management

Emergency management policy

Essential safety measures policy  
First aid policy

**Appendices**

Appendix 1: OHS Resolution Flowchart

Appendix 2: OHS Induction checklist

**EXTERNAL RESOURCES**

Worksafe Victoria. 2017. [OHS in schools: a practical guide for school leaders](#)  
[Victorian Legislation Occupational Health and Safety Act](#)

[Policy Updated - May 2021](#)

[Next Review date - May 2023](#)

[Paul Wakeling - Principal](#)