



ST JOHN'S REGIONAL COLLEGE

OCCUPATIONAL HEALTH & SAFETY POLICY

This policy is to be read in conjunction with the College Mission Statement.

Context

St John's Regional College promotes the occupational health and safety of all members of its community. As such, the College will implement appropriate policies and procedures to try to ensure appropriate care and safety for all employees, students, parents and others, such as volunteers, visitors and contractors.

This policy on Occupational Health and Safety embodies those foundation values on which the partnership is built between the College, its staff and students. Specifically those values are trust, honesty, justice, respect for the individual and community. These values find their expression in the commitments and outcomes outlined below.

Occupational Health & Safety

In Victoria, workplace health and safety is governed by a system of laws, regulations and compliance codes which set out the responsibilities of employers and workers to ensure that safety is maintained at work.

The Act

The Occupational Health and Safety Act 2004 (the Act) is the cornerstone of legislative and administrative measures to improve occupational health and safety in Victoria.

The Act sets out the key principles, duties and rights in relation to occupational health and safety. The general nature of the duties imposed by the Act means that they cover a very wide variety of circumstances, do not readily date and provide considerable flexibility for a duty holder to determine what needs to be done to comply.

The Regulations

The Occupational Health and Safety Regulations 2007 are made under the Act. They specify the ways duties imposed by the Act must be performed, or prescribe procedural or administrative matters to support the Act, such as requiring licenses for specific activities, keeping records, or notifying certain matters.

Guidance

Effective OHS regulation requires that WorkSafe provides clear, accessible advice and guidance about what constitutes compliance with the Act and Regulations. This can be achieved through Compliance Codes, WorkSafe Positions and non-statutory guidance ("the OHS compliance framework"). For a detailed explanation of the OHS compliance framework, see the Victorian Occupational Health and Safety Compliance Framework Handbook. <http://www.vwa.vic.gov.au/forms-and-publications/forms-and-publications/victorian-ohs-compliance-framework-handbook>

Commitment to Health and Safety

St John's Regional College is committed to:

Providing a safe and healthy work environment for all staff, students, contractors, visitors and others;

Meeting our obligations and complying with requirements for health and safety under legislation such as the *Occupational Health and Safety Act 2004*, *Occupational Health and Safety Regulations 2007* and the *Dangerous Goods Act 1985* made under the Act.

Accepting a duty of care to all staff, students, volunteers, contractors and others;

Establishing and maintaining effective health and safety practices which identify and reduce or eliminate adverse factors which can lead to illness or injury to staff, students, volunteers and others;

The recognition of differing levels of risk encountered in the various activities conducted within College buildings, grounds and off campus; and

The training of staff in hazard identification and control.

Policy on Health and Safety

Given the above stated commitments, it is the policy of St John's Regional College to make every endeavour to create and maintain a safe and healthy environment for staff, students, volunteers, visitors and others. This goal will be achieved by the following:

The College Executive team, staff, contractors, visitors and students accept a shared safety responsibility for themselves and others by adopting a team approach to improving safety standards through the application of safe work practices and procedures.

A consultative approach to health and safety issues will be encouraged between the Executive, staff and students, to promote and maintain a safe working environment.

Procedures for the correct use of equipment, plant and substances will be implemented, monitored and amended where necessary.

Training and instruction will be given on correct techniques for undertaking tasks and applying safe working practices.

The College is and will remain a smoke-free environment.

Outcomes of the Policy

The outcomes of this policy will be:

Sharing responsibility and adopting a team approach to improving safety standards.

The College Principal and Executive will take a pro-active approach to health and safety in relation to the organisation of work.

All duty statements for the Principal, Deputy Principals, Positions of Leadership, Finance/Office Managers, teaching and non-teaching staff will include responsibilities for health and safety.

Responsibilities of students, volunteers, contractors, visitors and others will be clearly identified and publicised.

The Deputy Principal - Staff will be the employer's officer in relation to Occupational Health and Safety matters.

A consultative approach will be adopted to promote and maintain a safe working environment.

There will be an Occupational Health and Safety Committee to assist in the implementation and monitoring of this policy.

Regular elections of Occupational Health and Safety Representatives to represent the Designated Work Group (DWG) will occur.

An issue-resolution process will be adopted.

An agreed approach to the introduction of change will be implemented.

A system of regular audits of plant, equipment and substances will be used.

Implementation of procedures for the correct use of equipment, plant and substances.

Curriculum documentation will identify safety issues (substances, equipment and plant) and procedures to minimise risks involved.

Material Safety Data Sheets for all hazardous or dangerous substances will be made available.

Regular maintenance checks for all equipment will be made and a system implemented for reporting maintenance items.

There will be a formal process of reporting, recording and investigating safety incidents as well as reporting hazards and near misses.

Safety standards and procedures for all school excursions will be developed.

Registration of all visitors, volunteers, contractors and others must be undertaken at the general office on arrival. All visitors must observe the safety rules established by the College.

Staff and students will be required to work safely with all items and facilities.

Training and Instruction will be given on correct techniques for undertaking safe work practices.

In curriculum areas with specific safety requirements, staff who take classes will be trained in hazard identification and methods of elimination and control.

In-service opportunities will be provided to staff on health and safety issues and methods of hazard identification and control.

Staff will be encouraged to acquire first aid qualifications.

Staff and students exposed to areas with specific safety requirements will be trained in the correct method of using: equipment and plant; and substances.

Supplied protective clothing must be worn at all times.

There will be regular fire drill and evacuation/protracted containment procedures.

Students will be provided with an awareness of safety issues and first aid skills within the context of a comprehensive health education program.

In Summary

All leaders and staff are committed to:

- Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties.
- Following a systematic approach to OHS risk management and 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), school leaders and other stakeholders on OHS issues.
- Resolving any OHS issues by following the school's OHS Procedures.

We exercise our responsibility for OHS by:

- Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria.
- 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 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 (or delegate).
- Not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students.
- Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

Other parties are responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner

References

WorkSafe Victoria Publications Victorian OHS Compliance Framework Handbook
<http://www.vwa.vic.gov.au/forms-and-publications/forms-and-publications/victorian-ohs-compliance-framework-handbook>

WorkSafe Victoria Publications OHS In Schools - A Practical Guide For School Leaders
<http://www.vwa.vic.gov.au/forms-and-publications/forms-and-publications/ohs-in-schools-a-practical-guide-for-school-leaders>

CECV IR Unit Occupational Health and Safety in Catholic Schools
<http://web.cecv.catholic.edu.au/frameset.htm?page=industrial>

CECV IR Unit Occupational Health and Safety Guidelines
<http://web.cecv.catholic.edu.au/frameset.htm?page=industrial>

Occupational Health and Safety Act 2004,
www.legislation.vic.gov.au/Domino/Web_Notes/...nsf/.../04-107A.pdf

Occupational Health and Safety Regulations 2007,
www.legislation.vic.gov.au/Domino/Web_Notes/.../07-54sr001.pdf

Dangerous Goods Act 1985, www.legislation.vic.gov.au/domino/Web...nsf/.../85-10189a081.pdf

Ratified by the Board of Management on 24.03.2015