



OCCUPATIONAL HEALTH & SAFETY POLICY

Policy statement

At Good Samaritan Catholic College we:

We value all members of our community as we travel our shared journey. The occupational health and safety of all persons attending, employed with, or visiting the College is considered to be of the utmost importance.

The College is committed to providing safe systems of operation, thus creating an environment that is, as far as is possible, healthy, safe and without risk. The College will take all necessary action, including committing necessary resources, to identify, evaluate and control those factors in the working environment that may affect the health and safety of employees, contractors, students, visitors and the public. The College will ensure compliance with the relevant legislation.

CONSULTATION PROCESS

The promotion and maintenance of occupational health and safety at the College is primarily the responsibility of the College Principal and the OHS management team (Principal, Assistant Principal, Administration Co-ordinator and Business Manager). The College Management group, in consultation with College staff will develop, implement and keep under review the College's OHS program. Information, instruction and training will be provided to enable all personnel to carry out their responsibilities and effectively participate in the OHS program.

MANAGERS AND SUPERVISORS

Staff with specific responsibilities under the College Management policy are required to ensure that this policy and the OHS program are developed and effectively implemented in their areas of control. These staff are accountable for their designated responsibilities. They are responsible for taking all practical measures to ensure:

- that in their designated area of responsibility the OHS program is followed and integrated through the training and supervision of their employees to meet their responsibilities under the program;
- that staff are consulted on issues which affect their health and safety and that any concerns they may have are referred to the management team.

EMPLOYEES

All employees are required to comply with the OHS policy and program to ensure their own health and safety and the health and safety of others in the College. As part of their role in achieving a safe and healthy working environment and safe systems of work, staff will be provided with genuine opportunities to participate in decisions on matters with the potential to affect their OHS.

CONTRACTORS AND SUB-CONTRACTOR

All contractors and sub-contractors engaged to perform work on the college premises are to comply with the OHS policy, procedures and program of the College and to observe directions in relation to health and safety from designated staff of the College. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

STUDENTS, VISITORS AND THE PUBLIC

Students, visitors and the public are required to safeguard their own health and safety and the health and safety of others at the College by complying with the OHS policy, procedures and program of the College and to observe directions on health and safety from designated staff of the College.

PERSONAL RESPONSIBILITY FOR WORK SAFETY

Every person at Good Samaritan Catholic College has a personal responsibility to work safely. Management, employees and contractors recognise that no task is so important that time cannot be taken to find a safe and healthy approach. Staff are encouraged to be active in observations of risk at all times.

Occupational health and safety program

In order to implement the general provisions of this policy, a program of activities and procedures has been developed, is being implemented and will be continually updated and improved. The program has been systematically developed and relates to all aspects of occupational health and safety, including:

- OHS education and training, together with records of topics and dates
- Regular reminders in the staff bulletin and information sessions at staff meetings.
- workplace conditions and work systems/methods
- changes to work methods and practices, including those associated with technological change
- emergency procedures and drills
- provision of OHS equipment, services and facilities
- workplace inspections and evaluations by both internal and external parties
- investigating, reporting and recording of hazards, accidents, incidents, injuries and work-related illnesses
- Risk Assessments
- Programmed Maintenance Masterplan
- provision of information to employees, contractors and sub-contractors
- publicity and promotion of OHS.