



# CATHOLIC COLLEGE SALE

## Occupational Health and Safety (OHS) Policy

### 1.0 INTRODUCTION

The Occupational Health and Safety Act 2004 (OHS Act) was enacted to prescribe a number of measures designed to minimise industrial accidents and work-related illnesses. Among other things, it imposes a general duty on Diocese of Sale Catholic Education Limited (DOSCEL) as the employer, to provide and maintain, so far as reasonably practicable, a working environment that is safe and without risk to health. It also imposes an obligation on the occupier of the workplace to take such measures as are reasonably practicable to ensure that the workplace and the means of access to and egress from it are safe and without risk to health.

### 2.0 PURPOSE

This policy acknowledges the obligations of both DOSCEL and all of the primary and secondary Catholic Schools it owns and operates in the Diocese of Sale in the State of Victoria (Schools), ensuring that the health and safety of all employees, students, volunteers, contractors and visitors are responsibly and systematically accommodated.

The OHS policy is to inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations.

### 3.0 PRINCIPLES

DOSCEL and its Schools are committed to following the principles outlined in the OHS Act.

- 3.1 The importance of health and safety requires that employees, other persons at work and members of the public be given the highest level of protection against risks to their health and safety that is reasonably practicable in the circumstances.
- 3.2 Persons who control or manage matters that give rise or may give rise to risks to health or safety are responsible for eliminating or reducing those risks so far as is reasonably practicable.
- 3.3 Self-employed persons should be proactive—and take all reasonably practicable measures—to ensure health and safety at workplaces and in the conduct of undertakings.
- 3.4 Employees should exchange information and ideas about risks to health and safety and measures that can be taken to eliminate or reduce those risks with their principal / manager.
- 3.5 Employees are entitled, and should be encouraged, to be represented in relation to health and safety issues.

## 4.0 RESPONSIBILITIES

DOSCEL, including School Principals, is responsible for:

- 4.1 Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties.
- 4.2 Providing and maintaining safe plant and systems of work.
- 4.3 Making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances.
- 4.4 Maintaining, so far as is reasonably practicable, a school that it is safe and without risks to physical and mental health.
- 4.5 Providing adequate facilities for the welfare of all employees and students.
- 4.6 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:

- 4.7 Fulfilling their duties under OHS legislation and acting in a safe manner.
- 4.8 Taking reasonable care of their own health and safety and that of others affected by their actions.
- 4.9 Complying with all DOSCEL and school safety procedures and directions.
- 4.10 Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the principal or his/her representative.

## 5.0 COMMITMENTS

DOSCEL, including School Principals, is committed to:

- 5.1 Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties.
- 5.2 Ensuring that the workplace can meet its OHS obligations.
- 5.3 Providing OHS information, training and supervision to employees and other relevant parties.
- 5.4 Consulting with employees (and their representatives), principals, managers and other stakeholders on OHS issues.
- 5.5 Resolving any OHS issues by following the DOSCEL OHS Issue Resolution Flowchart.

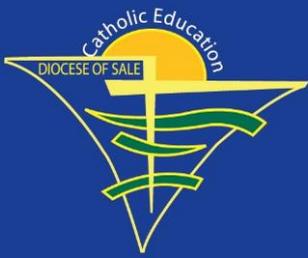
## 6.0 REFERENCES

Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2017 (Vic) DOSCEL  
OHS Issue Resolution Flowchart

## 7.0 REVIEW

DOSCEL is committed to continual improvement of its OHS performance.

Revised November 2018



# DIOCESE OF SALE CATHOLIC EDUCATION LTD.

## OHS Issue Resolution Flowchart

The following flowchart is to be utilised for the resolution of workplace occupational health and safety (OHS) issues providing an agreed process does not already exist.

This flowchart or the agreed process must be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board. Any interested party may seek the assistance of any relevant employee or employer representative organisation at any stage of this process.

Workplace Manager	Management OHS Nominee	Health and Safety Representative
Name: Chris Randell Phone: 03 51439700	Name: Jayne Holland Phone: 03 51439705	Name: Mary McNally (Sion Campus) Marie Peatling (St. Patrick's Campus) Phone: 03 51439700

