



# Catholic College Sale

## OCCUPATIONAL HEALTH AND SAFETY POLICY

### 1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited ('the Board') governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (CC Sale). This includes the effective implementation of this *Occupational Health and Safety Policy* and the compliance obligations outlined herein.

### 2.0 INTRODUCTION

Under the Occupational Health and Safety Act 2004 (Vic) and the Victorian Occupational Health and Safety Regulations 2017, the College has an obligation to ensure the health and safety of employees, students, volunteers and visitors to our facilities. The identification, assessment and control of risks to health and safety are central to the College's legal obligations.

The College recognises that a healthy and safe environment is vital not only for staff but also for students, volunteers, visitors and contractors. We seek to develop a cooperative, consultative relationship with staff, students, volunteers and contractors to achieve the highest standards health and safety.

### 3.0 PURPOSE

This policy outlines CC Sale's key standards, practices and expectations for maintaining a safe and healthy learning and work environments for staff, students, volunteers and contractors.

### 4.0 PRINCIPLES

- 4.1 The College is committed to the maintenance of safe learning and working environments for staff, students, volunteers, contractors and visitors.
- 4.2 The College promotes a proactive health and safety management approach based on effective communication and consultation and the systematic identification, assessment and control of hazards.
- 4.3 Guidelines and procedures for managing specific health and safety issues are developed, published and promoted at regular intervals for staff, students, volunteers, contractors and visitors to observe.
- 4.4 The College complies with its legal obligations as prescribed under the OHS Act, including:
  - encouraging the early reporting of any symptoms of an injury or illness that may be related to the workplace;

- actively monitoring the effectiveness of health and safety management and systems through regular audits and inspections;
  - investigating all incidents, accidents, injuries or near misses to identify their cause and minimise the risk of reoccurrence;
  - notifying WorkSafe Victoria of serious incidents when required;
  - ensuring that risk management practices are applied in all aspects of College operations;
  - providing appropriate health and safety induction and training for staff, volunteers and relevant contractors.
- 4.5 The College fosters a team approach to health and safety to ensure appropriate standards of workplace safety are maintained in the classrooms, specialist areas, corridors, store areas, grounds and on excursions.
- 4.6 The College seeks the cooperation of all staff in realising health and safety objectives and creating a safe working environment.

## **5.0 RESPONSIBILITIES**

### **5.1 Principal and College Leadership**

The Principal and College Leadership ensure that:

- appropriate health and safety policies and procedures are developed;
- health and safety risks are effectively monitored and controlled;
- the OHS Act and Regulations that apply to working conditions and the work environment are observed and enforced;
- staff and volunteers are provided with the necessary knowledge and skills to effectively enable them to carry out their health and safety responsibilities;
- practices are in place to ensure regular monitoring and reporting on health and safety performance;
- new staff, volunteers and contractors are provided with appropriate induction of the College's OHS standards, systems and expectations;
- health and safety policies are reviewed regularly to ensure they represent an accurate reflection of current legislative requirements;
- specific health and safety policies and procedures are periodically reviewed and updated in order that they remain consistent with current legislation and health and safety objectives;
- formal processes for reporting, recording and investigating potential and actual hazards in both the physical environment and work practices are regularly reviewed and improved as required;
- all safety incidents are investigated and hazards rectified.

### **5.2 Staff, Volunteers and Contractors**

All staff, volunteers and contractors have a responsibility to:

- be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace;
- adhere to the College's safe work procedures, instructions and rules;
- identify any unsafe or unhealthy conditions or behaviour;
- report any health and safety incidents, including near misses;
- assist in the development and review of policies and procedures that improve health and safety outcomes.

## **6.0 PROCEDURES**

### **6.1 Guidelines – Specific Practices**

Health and safety guidelines and procedures for specific areas and operations in the College are available to relevant staff, volunteers and contractors. The Guidelines/procedures cover areas that include:

- Chemical management
- Electrical safety
- Managing contractors
- Infection control, including COVID
- Manual handling and ergonomics
- Plant and equipment maintenance
- Safe working at heights
- Traffic management.

### **6.2 OHS Representatives and Committee**

The College OHS Committee comprises members of College Leadership, representative staff from specialist areas and other nominated staff members. The Committee facilitates staff consultations and training for improved health and safety outcomes. It also facilitates cooperation amongst staff and students in instigating, developing and carrying out measures to secure healthy and safe learning and working environments.

The names of Committee members are published on SIMON and all staff are encouraged to engage with Committee members on matters of health and safety.

### **6.3 Incident Reporting and Investigations**

Staff are made aware of their responsibility to report safety incidents, including near misses, where a safety hazard or incident has been experienced or witnessed. The reporting mechanism is held on SIMON.

Copies of all reports are used by the OHS Committee and College Leadership as part of the hazard and incident investigation and control process.

The Principal ensures that an internal investigation is carried out following any notifiable incident. The investigation aims to identify the root cause of the incident and implement appropriate risk controls to prevent a reoccurrence.

Where required, in compliance with Part 5 of the OHS Act, the Principal notifies WorkSafe Victoria of serious incidents and is guided by Section 37.1 of the Act that lists certain accidents which must be notified.

Documentation associated with any hazard, incident and investigation are retained according to the College's record retention and disposal schedule.

### **6.4 Staff Training**

The College has access to a suite of eLearning modules and in-house training that staff and volunteers and are expected to undertake on an annual basis. In some instances, contractors complete these eLearning modules, subject to the services they provide to the College.

## 7.0 LEGISLATION

Occupational Health and Safety Act 2004 (Vic)  
Occupational Health and Safety Regulations 2017 (Vic)

## 8.0 RELATED COLLEGE POLICIES & DOCUMENTS

- Critical Incident Management Policy and Plan
- Duty of Care Policy
- Emergency Management Policy and Plan
- First Aid Policy
- Hazard and Injury Register
- Student Health Care Needs Policy
- Visitors on Campus Policy

### Guidelines and procedures

- Chemical management
- Electrical safety
- Managing contractors
- Infection control, including COVID
- Manual handling and ergonomics
- Plant and equipment maintenance
- Safe working at heights
- Traffic management

## 9.0 MONITORING AND REPORTING

**The Board** is responsible for monitoring the implementation of this policy and for providing reports as required to the members of the company, i.e., the Bishop of Sale and the Provincial of the Marist Brothers Australia Limited (MSA Ltd).

**The Principal** is responsible for:

- Ensuring compliance with the obligations outlined in this policy;
- Assigning authority, responsibility and accountability at appropriate levels within the College for policy implementation and compliance;
- Providing delegated staff with the direction, support and resources necessary to fulfil policy requirements;
- Ensuring cyclic reviews of the policy and recommending to the Board any revisions that may be required to accommodate changes in legislation and diocesan directives;
- Reporting and escalating concerns, issues and policy breaches to the Board and working collaboratively with the Board to resolve them.

## 10.0 APPROVAL

<b>Approved by</b>	CC Sale Ltd Board
<b>Person(s) Responsible</b>	Principal
<b>Date(s) Reviewed or Updated</b>	June 2022
<b>Next Review Date</b>	June 2024