



St Brendan's School
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PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh

OCCUPATIONAL HEALTH AND SAFETY

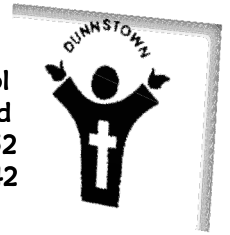
Reviewed: 30th March 2017
Ratified: 30th March 2017
To be reviewed: March 2021



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Bungaree Parish Schools

St Brendan's School
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PARISH PRIEST: Fr Shane Mackinlay
PRINCIPAL: Mr Chris Kavanagh

OCCUPATIONAL HEALTH AND SAFETY POLICY

RATIONALE:

At the Bungaree Parish Schools, we believe that the health and safety of all students, parents and employees within the school community is vital to the successful functioning of our school and is the responsibility of the management of the Bungaree Parish Schools. In order to fulfil this responsibility, management has a duty of care to maintain and provide a work environment that is free of risk to the health and safety of the school community.

SCRIPTURAL CONTEXT:

*"Anyone who hears my words and puts them into practice
is like the wise man who built his house on rock"*
Matthew 7:24.

POLICY STATEMENT:

The work environment at the Bungaree Parish Schools will be maintained in such a manner that the health and safety of all members of the community will aim to be free of risk. The school will ensure that appropriate standards of workplace safety are maintained at all times, therefore management will create a team approach to health and safety issues in order to aim to prevent accident, injuries and disease in the workplace. The school will also raise the profile of Occupational Health and Safety issues within the school community.

DEFINITIONS:

Act- *the Occupational Health and Safety Act 2004*

Health and Safety Representative (HSR) – *a representative of the Bungaree Parish Schools who has been elected, in accordance with section 30 of the Occupational Health and Safety Act 1985, by employees at the school. The term of appointment for a Health and Safety Representative is two years.*

Management Representative – *the Principal of the Bungaree Parish Schools, or nominee.*

POLICY GUIDELINES:**POLICY INDICATORS:****Management will:**

- Maintain the workplace in a safe and healthy condition and identify any unsafe or unhealthy condition or behaviour
- Provide and maintain safe equipment
- Make and monitor arrangements for the safe use, handling, storage and transport of equipment and substance
- Provide adequate facilities to protect the welfare of all employees, students and community
- Provide information, training and supervision for all employees enabling them to work in a safe and healthy manner
- Identify hazards, assess risk and implement control strategies to minimize risk of injury to people and property
- Delegate a member of staff to be responsible for the implementation and monitoring of safety procedures and encourage consultation in addressing issues
- Have a duty to keep up to date with current guidelines on Occupational Health and Safety as decreed by Government bodies and ensure their implementation.
- Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

Employees have a duty to:

- Take care of their own health and safety and that of others in the workplace
- Identify any unsafe or unhealthy condition or behaviour
- Exercise caution within the workplace at all times
- Keep up to date with current guidelines on Occupational Health and Safety as decreed by Government bodies and cooperate in their implementation.

To ensure the policy can be implemented the Management will, in collaboration with staff:

- Conduct an audit of OH&S practices and procedures
- Establish grievance procedures
- Establish procedures for regular maintenance of:
 - Buildings
 - Grounds and playgrounds
 - Specialist facilities
 - Electrical equipment
- Ensure regular Essential Services inspections
- Delegate a member of Staff as the Occupational Health and Safety Officer
- Develop a process to identify hazards and control risk in relation to:
 - Manual handling
 - Slips, trips and falls
 - Noise
 - Hazardous substances
 - Stress
 - Return to Work
 - Employment of Contractors
 - Ergonomics
 - Radiation
- Develop "Emergency Management Plan"
- Develop a "Critical Incident" Plan
- Ensure regular evacuation drills
- Organise relevant Professional Development for staff

Employees will take an active role in:

- Practices that demonstrate care for their own health and that of others
- Identification of any unsafe or unhealthy condition or behaviour
- Establishing/maintaining safe practices within the workplace
- Participating in relevant professional development
- Designing and implementing procedures for maintenance, hazard identification and risk control.

REFLECTIVE MATERIALS:

Occupational Health & Safety Act 2004

Pastoral Care of Students in Catholic Schools. CECV 2008

Pastoral Care Policy Diocese of Ballarat.

School Vision and Mission statements.

VCSA Bulletins – Occupational Health and Safety