

# Occupational Health and Safety Policy



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



Training should be conducted on this policy for all staff when it is introduced and new staff should receive training on this policy as part of their induction. It is advisable that all staff receive regular refresher training on this policy (recommended annually). It is also important that the school ensures that contractors or volunteers who work at the school are made aware of this policy.

The school should ensure that a copy of this policy is provided to all new staff during their induction and that copies are readily available to all staff and contractors, whether via the school's intranet or displayed on the OHS noticeboard in the staffroom.

There is a legal requirement for employers to consult with Health and Safety Representatives and employees on health and safety matters that will or are likely to directly affect their health, safety or welfare. Consultation does not have to mean agreement; however, there must be an opportunity for sharing of information, giving employees a reasonable opportunity to express their views and take into account those views.

You can consult with employees in a number of ways including at team meetings, health and safety committee meetings or one-on-one discussions. It is important to record notes associated with these meetings, including who was present (signed attendance sheets recommended), when meetings were held and what the topic for discussion was, etc.

St Luke's is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Aim of this OHS policy

To inform staff, students, visitors, contractors and volunteers that occupational health and safety (OHS) is an integral part of all operations at St Luke's.

## Who has ultimate authority and responsibility for OHS in this school?

The daily administration of OHS matters has been delegated to the school principal Bernadette Venables.

## Commitment to OHS

St Luke's and its management are committed to:

- providing a safe and healthy workplace to staff, students, visitors, contractors and other parties
- 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), managers and other stakeholders on OHS issues
- resolving any OHS issues by following the school's OHS Issue Resolution procedure.

## Responsibilities

St Luke's and its senior management are responsible for:

- 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 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 subcontractors will be 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
- complying with the safety procedures and directions
- acting in accordance with agreed school procedures for accident and incident reporting, and reporting potential hazards to the principal or their representative.

## Review

St Luke's is committed to continual improvement of its OHS performance.

Authorised by  
principal: Bernadette Venables

Signature: *B. M. Venables*

Date: 28/06/2022

Policy ratified by school leadership team: 11/07/2022

Person responsible: Bernadette Venables

Next review date: Term 3, Week 1 2023

## Relevant legislation

Victorian [Occupational Health and Safety Act 2004](#)

## Related school policies

Essential Safety Measures Policy

## Related documents

OHS Issue Resolution Flowchart

OHS Induction Checklist

First Aid Procedures

## External resources

WorkSafe Victoria 2017 [OHS in schools: A practical guide for school leaders](#)