



Occupational Health and Safety Policy

Doxa School Bendigo is committed to maintaining a safe working environment for all who belong to its community. It is the policy of the school to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, volunteers, contractors and other visitors to the school site.

Definition of Terms

Act- the Occupational Health and Safety Act 2004

Health and Safety Representative (HSR) – a representative of the school who has been elected, in accordance with section 54 of the Occupational Health and Safety Act 2004, by employees at the school. The term of appointment for a health and safety representative is 1 year.

Management Representative – the principal of the school.

Procedures in Place at Doxa School Bendigo.

To achieve a healthy working environment the school has in place several procedures which should be followed to ensure that the workplace remains safe. These procedures are:

- Evacuation procedure;
- Emergency procedures;
- Hazard reporting;
- Non smoking Policy;
- Staff welfare procedures;
- Issue Resolution Procedures (developed in accordance with the Occupational Health and Safety (Issue Resolution) Regulations 1999;
- OH&S monitoring by staff every term;
- Periodic Essential Services monitoring by Programmed Services;
- Periodic checks and maintenance of: Air-conditioning/Heating, Emergency Lighting, Electrical Testing and Tagging, Fire Services, Vehicles, Operable Doors, etc.
- Cyclical Maintenance Planning;
- Addressing OH&S at each staff meeting;
- Other OH&S procedures which are applicable to our school.

Copies of these procedures are available through the Principal and will be distributed to staff. Staff will be trained in these policies at staff meetings and for new employees, an induction program.

Responsibilities of Leadership

The responsibilities of leadership are as follows:

- Provide and maintain so far as practicable for employees a working environment that is safe and without risks to health;
- Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property;

- Ensure that the relevant Act and Regulations that apply to working conditions and work environment are observed and enforced;
- Encourage consultation in addressing safety issues;
- Design, purchase, install and maintain safe machinery and maintain a safe site;
- Develop and implement safe systems of work;
- Provide adequate safety information, training and supervision;
- Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

Responsibilities of Employees in Leadership Positions

Employees in leadership positions have the following responsibilities in addition to their responsibilities as employees of the school:

- Ensure that the area in which they work is safe and without risks to health;
- Identify any unsafe or unhealthy conditions or behaviour;
- Ensure that the behaviour of all persons in the workplace is safe and without risks to health;
- Attempt to remedy all problems related to occupational health and safety. If unable to rectify the problem, consult with the HSR and or management representative.

Responsibilities of Employees

All employees of Doxa School Bendigo have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace;
- Adhere to safe work procedures, instructions and rules;
- Co-operate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

Review of Procedures and Policy

The Occupational Health and safety procedures and policy will be reviewed every year to ensure that all new pieces of equipment are covered and all new practices are reviewed. These reviews will be outlined on the Health and Safety Noticeboard located in the staff work area.

Where to go for further information

The following people will be able to provide further information

- The Principal.
- The Health and Safety Officer.

Signature of Principal

Date

Review Date: December 2019