

Occupational Health & Safety Policy

School Background:

Doxa School Bendigo is a Child Safe community committed to providing an environment that is true to the values of our school wide expectations: being **Safe, Kind** and **Curious**. We promote care for all individuals in the school community and this is reflected in our support of students to learn to understand and regulate their own behaviour.

All of Doxa School's policy and procedural documentation is underpinned by our **5 key Pillars of the Doxa School Model: Student-Centred Approach, Trauma Sensitive Practice, Social and Emotional Literacy, Choice Theory and our Catholic Identity** and complies with the requirements of Catholic Education Sandhurst Ltd. This Policy can be found on our school website, www.doxabendigo.catholic.edu.au and applies to all staff and students of Doxa School Bendigo.

Purpose:

Doxa School is committed to promoting a healthy and safe environment and recognises its obligations under the *Occupation Health and Safety Act 2004*. This OHS policy informs staff, students, visitors and other relevant parties that Occupational Health & Safety (OHS) is an integral part of all of our operations.

Doxa School is committed to:

1. Providing safe and healthy workplaces for all staff, students, visitors, contractors and volunteers in accordance with our strategic plan
2. Identifying and maintaining compliance with all relevant Occupational Health and Safety legislation
3. Establishing and maintaining an Occupational Health and Safety Management System (OHSMS) to ensure that our OHS obligations are met
4. Communicating and consulting with staff (and their representatives), managers and other stakeholders on issues and decisions which may impact work health and safety

Scope:

- This policy and accompanying procedures apply to all Doxa School students and staff
- The Principal and Leadership Team of Doxa School are committed to providing a safe and healthy workplace to staff, visitors, contractors and other parties

Principles:

- All school staff as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons in the workplace and the promotion and maintenance of occupational health and safety
- The dissemination of occupational health and safety information is primarily the responsibility the Principal, who is delegated this responsibility by the Catholic Education Sandhurst Ltd - Executive Director
- The Principal, as the Responsible Person, will follow a systematic approach to OHS risk management to ensure that we meet our OHS obligations and provide OHS information, training and supervision to staff and other relevant parties
- The Principal, in consultation with Doxa School staff, has the responsibility for developing, implementing and continually refining our Workplace Safety Program
- The Principal will consult with employees (and their representatives), school leaders and other stakeholders on OHS issues and will work towards resolving any OHS issues by following the school's OHS Issue Resolution procedure (see Appendix 1). An OHS Committee is established in each school for this purpose

Policy Statement

It is the policy of this school to ensure, as far as practicable, that all employees are safe from injury and risks to health and safety in the workplace. This commitment will be met by ensuring that work practices and procedures adopted throughout the school comply with the acts and regulations governing occupational health, safety and welfare. All persons, including staff, students and visitors to schools, are expected to take all practical measures to ensure a safe and healthy working environment in keeping with the responsibilities outlined in the next section ('Roles, Responsibilities and Delegations').

Roles, Responsibilities and Delegations

8.1 Principal Delegations

The Principal of the school delegates responsibility for the management of OHS issues to the OHS Committee in the school to enable them to act on their behalf.

8.2 Responsibilities of Occupational Health & Safety Committee

An Occupational Health & Safety Committee is formed at Doxa School to:

- facilitate cooperation between school staff in instigating, developing and carry out measures designed to ensure the health and safety at work of the employees
- to formulate and review the standards, rules and procedures relating to health and safety that are to be carried out or complied within
- ensure appropriate records under their control are maintained in accordance with the school's OHS policy
- meet at least once every three months, and at any other time if required
- attempt to resolve any issue concerning health or safety that arises in the workplace or from the conduct of the undertaking of the employer, in accordance with the provisions of Part 7, Division 8 of the Act

8.3 Responsibilities of Employees

In their own interests and as a legal obligation, all staff at this school have a responsibility to ensure that nothing is done to make health and safety provisions less effective. While at work, staff members must:

- fulfil their duties under OHS legislation and acting in a safe manner
- take reasonable care of their own health and safety and that of others affected by their actions or omissions
- follow safe workplace practices consistent with the extent of their knowledge, control or influence over working conditions and methods
- identify and report any unsafe or unhealthy conditions or behaviour
- ensure that the behaviour of all persons in the workplace is safe and without risk to health
- not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
- co-operate with Doxa School and Catholic Education Sandhurst Ltd with respect to any action taken by them to comply with a requirement imposed by or under the Occupational Health and Safety Act 2004 or the regulations
- ensure that they are not under the influence of drugs or alcohol whilst in the workplace and in such a state as may endanger their own safety at work or the safety of any other person at work
- keep their own work areas tidy and safe

8.4 Responsibilities of Volunteers, contractors and subcontractors, visitors

All volunteers, visitors, contractors and sub-contractors engaged to perform work on-site at Doxa School are required to comply with this OHS Policy. They must observe directions on health and safety from the staff in the school.

Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of a contract. Visitors who fail to follow directions may be asked to leave the premises.

Appendices:

- Appendix 1 - OHS Issue Resolution Flowchart
- Appendix 2 - OHS: School Procedures

Related School Policies:

- Health and First Aid policy and procedures
- Essential Safety Register

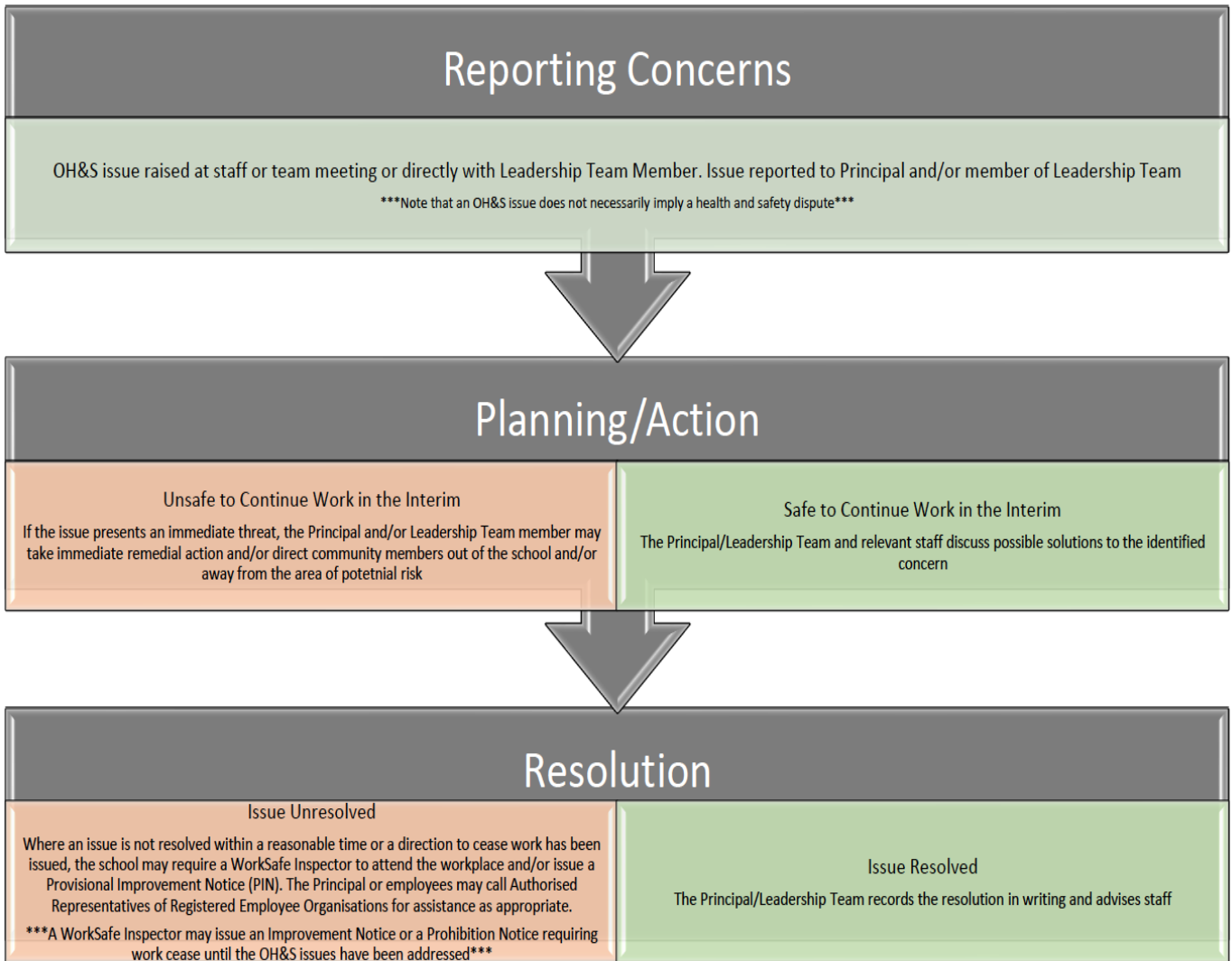
External Resources:

- Occupational Health and Safety Act 2004 (Vic)
- Workplace Injury and Rehabilitation and Compensation Act 2013
- Fair Work Act 2009
- Equal Opportunity Act 2010
- Occupational Health and Safety in Schools (WorkSafe)

Occupational Health & Safety Appendix 1: Issue Resolution Flowchart



Occupational Health and Safety (OH&S) - Issue Resolution Flowchart



Occupational Health & Safety Appendix 2: School Procedures

Role of the OHS Coordinator and Committee

OHS Committee

- facilitate co-operation between school staff in instigating, developing and carry out measures designed to ensure the health and safety at work of the employees
- to formulate and review the standards, rules and procedures relating to health and safety that are to be carried out or complied within
- ensure appropriate records under their control are maintained in accordance with the school's OHS policy
- meet at least once every three months, and at any other time if required
- attempt to resolve any issue concerning health or safety that arises in the workplace or from the conduct of the undertaking of the employer, in accordance with the provisions of Part 7, Division 8 of the Act
- organise/facilitate any professional learning for staff members

OHS Coordinator

- to coordinate meetings of the OHS committee
- to liaise with the leadership and or principal of Doxa School in the event of OHS issues needing resolution
- to provide support to staff members and leadership of Doxa School in the resolution of any OHS issues
- to ensure that OHS is an agenda item at all school meetings of whole staff and leadership team