

Occupational Health & Safety Policy



Introduction

Lavalla Catholic College is committed to maintaining a safe working environment for all at the College. It is the policy of the college to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the school site.

Purpose

To achieve a healthy working environment to ensure that the workplace remains safe to all Staff.

Definition Of Terms

(OHS Act- the Occupational Health and Safety Act 2004) is the cornerstone of legislative and administrative measure to improve safety.

The Act sets out key principles, duties and rights in relation to occupational health and safety.

Health and Safety Representatives (HSR)

A representative of the College who has been elected, in accordance with section 54 of the OHS Act, by employees at the College. The term of appointment for a Health and Safety representative is 3 years as per section 55.

Employer Representative

Is the Principal of Lavalla Catholic College and/or nominees.

Designated Work Group (DWG)

A group of employees at a workplace determined to be a designated work group under section 43-52 of the OHS Act 2004. Kildare Campus, St. Paul's Campus & Presentation Campus are individual workplaces for the purposes of this policy with established DWGs.

Procedures In Place At Lavalla Catholic College

To achieve a healthy working environment the College identified and acknowledged OHS regulations to ensure that the workplace remains safe.

These OHS Regulations 2017 include:

- Part 3.1 Hazardous Manual Handling;
- Hazard Identification Regulation 26;
- Control of Risk 27;
- Review of Risk Control Measures Regulation 28;

- Part 3.2 Noise Regulation;
- Part 3.3 Prevention of Falls;
- Part 3.4 Confined Spaces;
- Part 3.5 Plant Regulation;
- Part 3.6 High Risk Work;
- Part 4.1 Hazardous substances and materials;
- Part 4.4 Asbestos

Other workplace guidelines and procedures located in CompliSpace:

- Bullying
- Return to Work and Rehabilitation;
- Emergency Management Plan;
- Critical Incident Procedure;
- Induction of new staff procedure;
- Contractor induction/management procedure;
- School safety auditing procedure;
- Risk Management;
- First Aid;
- Facilities design, upgrade and maintenance procedures;
- Issue Resolution Procedures (developed in accordance with the Occupational Health and Safety Regulations 2004);
- Purchasing Checklist;
- Working at Home;
- Working Alone/After hours;
- Trips Slips and Falls.

Staff Members will be alerted to these policies annually via staff meetings at the commencement of each year.

Responsibilities of Leadership

The responsibilities of leadership are as follows:

- Provide appropriate and necessary resources to achieve the health and safety objective;
- 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 minimize risk of injury to people and Property;
- Ensure that the relevant OHS 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 Lavalla Catholic College:

- 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 Employer Representative.

Responsibilities of Employees

All employees 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;
- Complete any relevant compliance training as directed;
- 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 wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not wilfully 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 two (2) years or when OHS Act and Regulations are updated.

Occupational Health & Safety Committee

The following representatives will form the College **Occupational Health & Safety Committee** and will meet 4 times a year (once every term) as per section 72 of the OHS Act.

- Health & Safety Representatives (St. Paul's Campus & Kildare Campus)
- Principal's Nominees from Management
- Principal
- Compliance Manager
- Maintenance Manager