



Occupational Health & Safety

St Richard'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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Rationale:

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at St. Richard's.

St. Richard's Catholic School aims is to provide a safe, healthy and secure learning and working environment for all students, staff, contractors and visitors. To achieve this goal, it is everyone's responsibility to ensure their actions do not adversely affect the health and safety of themselves or others. The purpose of this Policy is to establish a framework for the school, its employees, students, volunteers and contractors, to comply with the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011.

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

The daily administration of OHS matters has been delegated to the school Principal Marcus Gill.

Commitment to OHS

St. Richard's and its management is 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.

Implementation:

OHS Hazard Management

In order to successfully manage OHS hazards the School will: identify health and safety hazards; assess any risks associated with them; control the hazard; regularly review controls to ensure they remain effective. OHS hazard management requires the School to take suitable action in all situations in which a reasonable person could foresee a risk that may cause a hazard in the

workplace. Staff identifying a hazard are required to complete a [Hazard Report Form](#) and present this to the OHS Officer for action.

Training

St. Richard's staff [induction program](#) includes a briefing on various aspects of workplace safety. Staff handling any kind of hazardous materials or machinery is expected to have completed appropriate training in the use of that equipment. Only qualified tradespeople are used by the school.

Incident/Injury Reports

In the event of a critical incident or injury to students or self, staff members are required to complete the School's [CCI Incident Report](#) as soon as possible after the event. A booklet containing these forms is available from the Deputy Principal. Once completed this should be passed to the Principal for completion and processing in accordance with the School's guidelines.

Emergency Drills

At least once per term the school will conduct emergency drills (lockdown or evacuation). In the case of an evacuation of the building all personnel will evacuate the building and move to the assembly point on the carpark basketball courts as per the Emergency Evacuation Plan. This plan is displayed in each classroom, main buildings, staff areas and other areas of the school. Emergency contact telephone numbers are displayed on each Emergency Evacuation Plan in the school.

First Aid

All staff members must hold current Senior First Aid certificate. Office Administration Staff are the nominated First Aid Officers and are primarily responsible for ensuring students receive appropriate attention for minor injuries and parents are informed if the child is sick or requires further treatment. They also dispense medication to students strictly in accordance with the School's policy.

Storage

The details of all Hazardous chemical onsite is listed in [a Combined Hazardous Substances and Dangerous Goods Register](#) Hazardous materials and chemicals are to be securely stored in original, clearly labelled containers in a locked area. Cleaners have the responsibility to ensure their cleaning materials are secured and locked away when not in use and they comply with safety procedures in their use and handling.

Contractors Working On-Site

Contractors must comply with the School's OHS policies and procedures as a part of their contract and complete [Contractor Application Form](#) prior to beginning works. They must report any hazards or accidents. Failure to comply or observe a direction of the School, will be considered a breach of the contract and sufficient grounds for termination of the contract. All contractors are required to attend an induction. The school will complete a [Contractor OHS induction Checklist](#) prior to the commencement of any work.

Visitors and Volunteers On-Site

Visitors and volunteers must comply with the School's OHS policies and procedures, taking reasonable steps to keep themselves and others safe. Upon signing-in to the "Visitor's Register" all visitors and volunteers to the school are made aware of emergency and first-aid procedures in place. They must report any hazards or accidents. The school will complete a [Volunteer/Visitor OHS induction Checklist](#) prior to the commencement of any work.

Registers

The school maintains the following registers to track and record appropriate safety measures:

- [Key register](#)
- Staff absence records
- Students attendance records (electronic nForma)
- Visitor's register (including tradespeople and services)
- [Volunteer's register](#)
- Electrical tagging register
- Public Liability Insurance register

Responsibilities

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 minimize 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 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 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 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 room.

Where to go for further information

The following people will be able to provide further information

- Deputy Principal - Rudy Vail
- Principal - Marcus Gill

Relevant Legislation

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

Related school policies

Essential Safety Measures Policy

First Aid Procedures

Evaluation

This policy will be reviewed as part of the school's review cycle.

This policy was last ratified by the School Leadership Team 23.06.21
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