



St. Mary's School Inglewood

Learning Today, Wisdom Tomorrow

OCCUPATIONAL HEALTH AND SAFETY POLICY

Identity Statement

St Mary's Catholic School, Inglewood, is a community of learners, inspiring all to be people of light, in the footsteps of the Presentation Sisters.

Vision Statements

- Model and teach the message of Jesus in our relationships with each other, our God and our world.
- Build and value collaborative partnerships with students, staff and parents, the Parish and wider community.
- Create a positive and stimulating environment in which each person can academically, spiritually, emotionally, physically and socially reach their full potential.
- To foster a love of learning in a safe and respectful environment.

RATIONALE

St. Mary's Primary School is committed to providing employees, students, contractors, volunteers and visitors with a healthy and safe environment. We acknowledge that the health, safety and wellbeing of our staff, students, visitors and contractors is of prime importance and should not be impaired or prejudiced by our operations. A healthy and safe working environment is vital to the successful functioning of our school. By law, a workplace must, as far as is reasonably practicable, provide and maintain a working environment that is safe and without risks to health. We endeavour to always inform staff, students, visitors, contractors and volunteers that Occupational Health and Safety is an integral part of all operations at St. Mary's Primary School.

COMMITMENT TO CHILD SAFETY

*St. Mary's Primary School is committed to the safety and welfare of all children, within a secure environment.
All children have a right to be treated with respect and to be protected from abuse and harm.*

IMPLEMENTATION

The Employer at our school is Father Stephen Bolling. The daily administration of OHS matters has been delegated to the school Principal. St. Mary's Primary School 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 in a timely and responsive manner, to ensure the safety of all.

The leadership at St. Mary's, is 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 it 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 sub-contractors 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 his/her representative.

RELEVANT POLICIES

The following policies have been consulted in conjunction with this procedure:

[Risk Management Policy and Procedures](#)

[Child Safe Policy](#)

REFERENCES

Work Safe

<https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

POLICY REVIEW

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Reviewed: September 2020
Ratified: September, 2020
Due for Review: September 2023