



OCCUPATIONAL HEALTH & SAFETY POLICY

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PURPOSE

Catholic College Wodonga is committed to the occupational health, safety (OHS) and welfare of all its' employees and students, those contracted to perform work on its behalf and visitors to our premises. The College regards its' OHS responsibilities with the utmost importance and as such, resources are made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and to minimise risk to health.

PRINCIPLES

All College managers and employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Catholic College Wodonga's OHS Program.

OBJECTIVES

This policy provides the framework for :

- The development of safe methods of work
- The achievement of a safe working environment
- The promotion of good health within the work force
- Reducing the number and severity of injuries in the workplace
- Complying with all relevant Acts, Regulations, Standards and Codes of Practice.

STRATEGIES

Risk Management:

Catholic College Wodonga has established a documented OHS Program and a risk management system with procedures for identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

Consultation:

An OHS & Return-to-Work Co-ordinator has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the OHS program. Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfill their OHS responsibilities.

RESPONSIBILITIES

Catholic Education Wodonga (CEW) Council Members & Officers:

Each CEW Council Member or Officer is required to ensure that this policy and the OHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.

Principal:

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behavior of all persons in the workplace is safe and without risks to health.

The Principal will be held accountable for detecting any unsafe or unhealthy conditions or behavior.

If the Principal does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a CEW Council Member or Officer with the necessary authority to effect a remedy.

Employees:

All employees are required to cooperate with the OHS Program to ensure their own health and safety and the health and safety of others in the workplace.

All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

Volunteers, Contractors, Sub-Contractors and Visitors:

All volunteers, visitors, contractors and sub-contractors engaged to perform work on College premises are required, to comply with the College's OHS Program and to observe directions on health and safety from College staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Catholic College Wodonga is committed to the effective implementation of its OHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of OHS including, but not limited to:

- OHS training and education for all employees – general and hazard specific
- Work system and procedure design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of OHS services, equipment and facilities
- Workplace inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors, sub-contractors and visitors.

All staff are required to lodge any maintenance or OHS matters in the My Maintenance system located on SIMON. To find My Maintenance go to SIMON and find the link under School Links>Staff Resources. All requests must go through this portal. If the matter is urgent, please call Maintenance first and then enter all the details required and submit.

The Maintenance Team will respond in an appropriate manner based on the details submitted. All training and professional learning in the area of OHS concerns is at the direction of the Principal and Executive Team.

RELATED MATERIAL

- Injury Management and Return-to-Work Program
- Human Resources Programs and Training
- Recruitment & Selection Procedures
- Induction Procedures

EVALUATION

Catholic College Wodonga is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the minimisation of work related illness and injury.

The effectiveness of the College's OHS & Risk Management Program will be measured by the:

- Effective identification of hazards;
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury, and a resulting reduction in premiums.

RESOURCE IMPLICATIONS

- Appointment of an OHS & Return-to-Work Coordinator
- Establishment of an OHS Committee
- Provision of First Aid Facilities
- Allocation of time for effective safety training of the workforce
- Regular monitoring and review of the OHS Program