



## OCCUPATIONAL HEALTH AND SAFETY POLICY

Salesian College Sunbury is an inclusive Catholic Faith Community in the spirit of St John Bosco.

- We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.
- We strive for engagement in LEARNING for which we are collectively responsible.
- We promote the pursuit of EXCELLENCE in all aspects of life.
- We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

Central to these values is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

### INTRODUCTION

Salesian College Sunbury (the College) is committed to ensuring the health, safety and welfare of the College's employees and any other people (including students) who may be affected by the College's operations. In securing workplace health and safety, the College aims to achieve best practice in OHS and to fulfil its relevant statutory duties with regard to OHS.

### AIMS

This policy has been formulated to comply with the requirements of the Occupational Health and Safety Act 2004 and the Occupational Health and Safety Regulations 2017.

### All Leaders and Staff are Committed to:

- Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties, and
- Following a systematic approach to OHS risk management and ensuring that our school can meet its OHS obligations, and
- Providing OHS information, instruction, training and supervision to employees and other relevant parties, and
- Consulting with employees (and their representatives), school leaders and other stakeholders on OHS issues, and
- Resolving any OHS issues by following the above approach, and, where relevant, the College's OHS Issue Resolution procedure, and
- Role modelling the College's culture of open communication' and 'Reporting' OHS concerns or incidents through relevant reporting mechanisms.

### We Exercise Our Responsibility for OHS by:

- Maintaining, so far as is reasonably practicable, a school that is safe and without risks to physical and mental health, and
- Proactively monitoring periodic audits and inspections to prioritise opportunities for improvements, and
- Providing appropriate policies and procedures to ensure the College discharges its obligations under the OHS Act, and
- Providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties, and
- Providing adequate facilities for the welfare of all employees and students, and
- Providing and maintaining safe plant and systems of work, and
- Making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances, and

- Providing information, instruction, training and supervision for employees, visitors and contractors enabling them to work in a safe and healthy manner, and
- Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria.

**Employees, Contractors and Sub-Contractors are Responsible for:**

- Fulfilling their duties under OHS legislation, and
- Taking reasonable care of their own health and safety and that of others affected by their actions or omissions, and
- Complying with the safety procedures and directions as set by College management, and
- Not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students, and
- Acting in accordance with college policies and procedures, including policies and procedures for occupational injury and incident reporting and reporting potential hazards to the principal or his/her representative.

**Students (their families) and visitors for:**

- Adhering to the College’s health and safety initiatives and implemented strategies aimed in ensuring their safety and wellbeing, and
- Be attentive to all of the College’s safety management approaches (e.g College safety signs, School Box newsletters, uniformed school traffic management)

**Other Parties are Responsible for:**

- Fulfilling their duties under OHS legislation whilst in any area under the control of the College.

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