



ST JAMES
THE APOSTLE

CATHOLIC PRIMARY SCHOOL

*Learning with strength
and in gentleness*

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Occupational Health and Safety Policy

Aim

Our policy informs staff, students, visitors and other relevant parties that Occupational Health and Safety (OHS) is an integral part of all our operations at St James the Apostle Primary School ('the School').

Ultimate Authority and Responsibility For OHS

The Employer at the School is **Father Jude Pirotta mssp**. The daily administration of OHS matters has been delegated to the School Principal who has assigned day to day responsibility to **Joe Grimes** as the OHS Representative.

All Leaders and Staff are Committed to:

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- Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties.
 - Following a systematic approach to OHS risk management and ensuring that the School can meet its OHS obligations.
 - Providing OHS information, training and supervision to employees and other relevant parties.
 - Consulting with employees (and their representatives), school leaders and other stakeholders on OHS issues.
 - Resolving any OHS issues by following the School's OHS Issue Resolution procedure.

We Exercise Our Responsibility for OHS by:

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- Utilising OHS resources available from the CECV Industrial Relations Unit and WorkSafe Victoria.
 - 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 are Responsible For:

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- 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 or omissions.
 - Complying with the safety procedures and directions as set by the Principal.
 - Not wilfully interfering with or misusing items or facilities provided in the interests of health, safety and welfare of school employees and students.
 - Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or their representative.

Other Parties are Responsible For:

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- Fulfilling their duties under OHS legislation and acting in a safe manner.

Review

This document shall be reviewed every review cycle.

Re-authorised by: Mary Abbott (Principal)

Year of implementation: 2014

Version history:

1.0 (May 2014): Original publication

1.1 (January 2018): Updated logo; inclusive language; correct employer name