



# MacKillop College

## Policy: Occupational Health and Safety

### Introduction

MacKillop College is committed to providing a safe and inclusive environment for all members of our community. Successful implementation and promotion of health and safety affirms the dignity of all members of our community. It requires:

- compliance with relevant legislation and regulations
- a risk management program to identify, control and monitor the risks to health and safety in the school
- a training and information program about health and safety issues for members of our community
- a system for reporting, recording and investigating incidents

This policy considers occupational health and safety issues at MacKillop College. It includes, but is not limited to, risk management rehabilitation, staff returning to work, First Aid procedures, the Emergency Management Plan, crises and traumas, blood borne infectious diseases and asthma.

### Principles

MacKillop College aims to:

- create awareness that health and safety is the responsibility of the employer and employees
- provide adequate information, training, supervision and resources for staff in relation to health and safety issues
- model positive leadership in the implementation of this policy which is essential for its success
- familiarise members of the school community with the contents of the Occupational Health and Safety Act 2004 (Vic), the First Aid Code of Practice and other specific regulations
- continue to raise the profile of health and safety within the College
- implement and observe safe systems of work and adhere to regulations relating to the correct use of equipment, plant and substances

### Objectives

MacKillop College is committed to:

- on-going, active prevention of injury and illness in our workplace through cooperation and consultation between the employer and employees meeting the minimum standards of Occupational Health and Safety as legislated
- developing a program to address the prevention, compensation and rehabilitation principles that are critical to the WorkCover system
- minimising the health and safety risks for all staff, students and visitors (including contractors)
- creating a team approach to health and safety issues between the employer and employees
- optimising outcomes for all employees who are injured at work

### Implementation

#### i) Principal Commitment:

The Principal is responsible for ensuring that:

- the objectives of this policy are integrated into practice according to the legislation
- the Occupational Health and Safety Representative, the Occupational Health and Safety Supervisor and the Occupational Health and Safety committee implement this policy

**ii) Staff Commitment:**

All staff members are responsible for:

- care of their own health and safety and that of others who are affected by their actions or work
- complying with health and safety requirements outlined in this policy and associated procedures
- respecting the facilities that are provided in the interests of the health, safety and welfare of school employees, students and visitors (including contractors)
- reporting all potential risk and actual hazards (these are listed in the procedures)

**Rory Kennedy**  
(Principal)

Date: March 2018