**OCCUPATIONAL HEALTH AND SAFETY POLICY**

**Rationale**
St Benedict’s Catholic College is a place of safety and care regarding all members of our community. The College is committed to ensuring a safe, healthy environment for all members. It is the aim of the school to reduce or remove the risk of injury to school members and visitors. This is borne out through the College mission of “love of neighbour”.

**Guidelines**
1. The promotion and maintenance of OH&S is primarily the responsibility of the Principal. This responsibility, however, is also an individual and shared responsibility of all employees and volunteers.
2. Resources will be made available to ensure compliance with all relevant Acts and Regulations.
3. The school will have an OH&S Committee comprising 4 Staff representatives, one of whom shall be the chairperson, and an employer representative.
4. The employee representatives may hold office for a maximum of 2 years and will be provided with appropriate training.
5. Elections for employee representatives will be conducted annually via nominations and staff ballot.
6. The chairperson shall be responsible for distributing agenda items, keeping record of minutes, attending OH&S meetings at the CEO and conveying relevant information to staff.
7. OH&S meetings will be held once per term. However, extra-ordinary meetings may be called by any member of the committee should the need arise.
8. Potential Hazards Inspections/Surveys should be conducted by the OH&S committee on a regular basis.
9. The role of the OH&S Committee is to try to reach consensus on aspects of health and safety at the school and to make recommendations to the Principal on appropriate courses of action.
10. It is the responsibility of the committee to:
   - Ensure appropriate material is available with regard to the use, storage, movement of chemicals, machinery, equipment within the school.
   - Ensure clean, safe hazard free classrooms and working environments at all times, through the education of students and staff.
   - Ensure appropriate Evacuation Procedures are in place and conducted regularly.
   - Act promptly when OH&S issues are raised by members of the committee, students, staff and parents.
   - Ensure correct procedure and reporting of all accidents within the school environ take place.
   - Provide a means of recording OH&S issues and regularly checking this record for repairs.

**Basis of Discretion**
The Principal is ultimately responsible for ensuring that all safety requirements are followed. As such, the Principal may make decisions relating to the health and safety issues, where necessary bypassing the OH&S Committee.

**Supporting Documents**
- Wollongong Diocese Occupational Health and Safety Policy
- NSW Occupational Health & Safety Act 2000
- NSW Occupational Health & Safety Regulations Act 2001
- CSDS Kit and Register of Chemicals
- Workcover – Duty of Care in Occupational Health & Safety

**Evaluation**
The policy will be reviewed in November 2013 by the policy group.

**Date of Implementation**

Principal ……………………………………………….. Date ……………