

Work, Health and Safety Policy

POLICY STATEMENT

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 College 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".

GUIDING PRINCIPLES

- The promotion and maintenance of WH&S is primarily the responsibility of the Principal. This responsibility, however, is also an individual and shared responsibility of all employees and volunteers.
 - Resources will be made available to ensure compliance with all relevant Acts and Regulations.
 - At the commencement of each year the staff will be given the option of a WH&S Committee comprising 4 Staff representatives, one of whom shall be the chairperson, and an employer representative.
 - i. The employee representatives may hold office for a maximum of 2 years and will be provided with appropriate training.
 - ii. Elections for employee representatives will be conducted annually via nominations and staff ballot.
 - iii. The chairperson shall be responsible for distributing agenda items, keeping record of minutes, attending WH&S meetings at the CEO and conveying relevant information to staff.
 - iv. WH&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.
 - v. Potential Hazards Inspections/Surveys should be conducted by the WH&S committee on a regular basis.
 - vi. The role of the WH&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.
 - vii. 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 WH&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 WH&S issues and regularly checking this record for repairs.
4. Where the staff choose not to have a separate WH&S committee, there will be an opportunity at the commencement of each staff meeting for staff to raise any WH&S issues which will be followed up by the Assistant Principal or the WH&S officer. There will also be a maintenance book kept beside the staff communications boxes where staff can lodge any WH&S issues. Staff are also invited to contact the WH&S officer or the Assistant Principal whenever a WH&S issue arises.



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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 by-passing the WH&S Committee.

SUPPORTING DOCUMENTATION

- 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

POLICY RELEASE DETAILS

Reviewed by Policy Committee **Review Date** 10/10/2018

Approved by Michael Hanratty **Approval Date** 10/10/2018

Evaluation 3 years - 10/10/2021

Access Internal - Staff Handbook, Staff Server
External - SBCC Website

Date of Implementation 31/1/2019

Principal Date: