



# Occupational Health and Safety (OHS) Policy

## Aim

- To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at St Anthony's Primary School.

## Who has ultimate authority and responsibility for OHS in this school?

- The Employer at our school is Fr Fabian Smith. The daily administration of OHS matters has been delegated to the school Principal Mr. Damien Schuster.

## Commitment to OHS

St Anthony's Primary School and its management is committed to:

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

## Responsibilities

- St Anthony's Primary School and its senior management is responsible for:
  - 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 will be responsible for:
  - 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.
  - Complying with the safety procedures and directions. Acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Principal or his/her representative.

St Anthony's Primary School OHS Policy	Date: 8 <sup>th</sup> September 2020
Version 1.1	Date for Revision: 8 <sup>th</sup> September 2023



## **Review**

St Anthony's Primary School is committed to continual improvement of its OHS performance. A review of this policy will be undertaken as part of the school's four-year review cycle or as necessary legislative changes occur.

## **Relevant Legislation**

### **Victoria**

*Occupational Health and Safety Act 2004*

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