

WORK HEALTH & SAFETY

PURPOSE

The purpose of this policy is to establish a framework for MacKillop Catholic College, and its employees, students, volunteers, contractors, and other persons with a legal right to be on the premises controlled or managed by MacKillop Catholic College, to comply with the requirements of the WHS Act 2011 (“the Act”) and the WHS Regulations 2011.

POLICY FRAMEWORK

MacKillop Catholic College acknowledges that the dignity, safety and well being of people are central to the Church’s teaching. MacKillop Catholic College also recognises that it is responsible and accountable for ensuring, so far as is reasonably practicable, the health and safety of workers and other people who either enjoy or use the services and facilities of MacKillop Catholic College, or provide services to MacKillop Catholic College.

To meet these social, moral and legal obligations MacKillop Catholic College is committed to:

- The provision and maintenance of a work environment without risks to health and safety.
- The provision and maintenance of safe plant and structures.
- Provision and maintenance of safe systems of work.
- The safe handling and storage of plant, structures and substances.
- The provision of adequate facilities for the welfare at work of workers carrying out work for MacKillop Catholic College including ensuring access to those facilities.
POLICY CONTENT

MacKillop Catholic College is committed, as far as is reasonably practicable, to ensure the health and safety of all workers, students and other persons who are legally present on school premises.

To support this policy MacKillop Catholic College will implement and maintain an appropriate work health and safety management system (WHMS) for workplaces we control or manage to:

• Develop appropriate planning strategies to ensure that, the design and function of facilities at our workplace, and plant hired, purchased, or leased for use at our workplace, meets or exceeds the best work health and safety standards.

• Review, or develop purchasing policies in relation to other goods, materials, and services purchased for, or provided to the MacKillop Catholic College workplace that may affect the health and safety of workers and/or other persons.

• Provide the resources, training, information, instruction, and levels of supervision required for all workers, students and other persons covered by this Policy to achieve the Policy’s objectives.

In order to achieve these aims, and the objectives envisaged by the Policy MacKillop Catholic College shall:

• Identify, and assess all existing or foreseeable workplace hazards, then eliminate the hazard, or develop strategies to control risks arising from a hazard that cannot be eliminated for practical reasons.

• Develop and maintain an appropriate workplace incident/injury reporting system that will provide MacKillop Catholic College with information to help prevent future incidents and work related injury and illness.

• Conduct an investigation of all incidents, and circumstances, that may either expose any person to the risk of injury or illness, or result in injury or illness.

• Employ, and contract when necessary, the services of competent and skilled persons who are sufficiently trained, instructed, and informed to meet their obligations under the Policy.
• Encourage workers to report, at the earliest opportunity and without prejudice to any worker, any suspected workplace hazard, risk and/or work related incident, injury or illness that may affect or has affected themselves or others.

• Provide for the welfare of our staff and students and for all injured workers prior to their return to work, in the development of their return to work plans, and in the rehabilitation process following their return to work.

To achieve these objectives, MacKillop Catholic College will consult openly with its workers and other stakeholders, and provide them with sufficient information to assist in the decision making process. MacKillop Catholic College will value and acknowledge the outcomes of this consultation.

MacKillop Catholic College shall establish appropriate levels of responsibility and accountability for our workers, consistent with their position within the organisation to meet the policy objectives. These levels of responsibility and accountability will be developed in consultation with the respective workers.

MacKillop Catholic College shall require all contractors, visitors and volunteers to comply with any direction, procedure, or specific policy, applying to such persons that meet the objects and requirements of the Act.

All workers while at work, and irrespective of their position, shall:

• Take reasonable care for their own safety.

• Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

• Co-operate with any reasonable policy or procedure of MacKillop Catholic College in relation to health or safety at the workplace that has been notified to workers.

• Report all incidents, or hazards, that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work.

• Attend and participate in any training or in-service seminars arranged by MacKillop Catholic College to support the objectives of the Policy.

• Engage openly with school personnel in any consultation on WHS issues, or information, brought to their attention, to assist the school meet its obligations under the Act.
Other persons at the workplace shall:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons and
- Comply, so far as is reasonably able with any reasonable instructions given to enable MacKillop Catholic College to comply with this Act.

RELATED POLICIES & PROCEDURES

- Anti-Harassment Policy
- First Aid Policy and Guidelines
- Child Protection Policy
- Drug Education Management Policy
- K-12 School Drug Policy
- Overseas and Interstate Excursion Policy
- Personal Protective Equipment Policy
- Procurement Policy
- Workplace Bullying Policy
- No Smoking Policy
- Medication Policy
- Manual Handling and Lifting/Transporting of Students Policy
- Excursion Policy
- Risk Assessment Policy and Procedures
SUPPORT RESOURCES

- CSOHS Online OHSMS
- CSOHS Online audit tool.

POLICY RESPONSIBILITY

The person responsible for the implementation of this Policy is the College Principal Mr Steve Todd.

POLICY REVIEW

The Policy shall be reviewed every three (3) years, or in the event of any information, incident, injury, or illness that would demonstrate the need for a review, or resulting from any legislative or organisational change that would warrant a review.

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