



# St Joseph's Catholic School

Queenstown

## **OCCUPATIONAL HEALTH AND SAFETY POLICY**

### **RATIONALE**

It is the policy of St Joseph's Catholic School to ensure, as far as practicable, that all staff members are safe from injury and risks to health while at work. A healthy and safe working environment is vital to the successful functioning of our school. Promotion and maintenance of a safe working environment is a responsibility shared by all.

### **AIMS**

- To ensure that appropriate standards of workplace safety are maintained at all times.
- To raise the profile of OH&S issues within our school.
- To create a team approach to health and safety issues, which allows all staff to carry out their duties safely.
- To prevent accidents, injuries and disease in the workplace.

### **PROCEDURES**

The Principal is responsible for the implementation and monitoring of this policy and is committed to regular consultation with staff to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

### **Management**

The Principal has the responsibility to:

1. Provide and maintain so far as reasonably practicable
  - A safe working environment
  - A safe system of work
  - Plant and materials in safe condition
2. Provide information, instruction, training and supervision to ensure that each staff member is safe from injury and risk to health.
3. Adopt measures to minimise the risk of and harmful effects of fire.

4. Keep information and records relating to work related injuries suffered by staff.
5. Provide medical, health and first aid services as required by the regulations made under the Occupational Health, Safety and Welfare Act.
6. Investigate all work related accidents, including those involving students.
7. Monitor working conditions at any workplace that is under the management and control of the school.
8. Ensure that contractors and their employees abide by their terms of contract, including compliance with OH&S policy.

### **Staff**

In their own interests and as a legal obligation, all staff have a responsibility to ensure that nothing is done to make health and safety provisions less effective.

In particular, they must:

1. Take reasonable care to protect their own health and safety at work.
2. Ensure that they do not endanger any other person through any act or omission at work.
3. Ensure that correct use is made of all equipment provided for health and safety purposes.
4. Obey all instructions issued to protect their own personal health and safety.
5. Ensure that they are not, by the consumption of alcohol or a drug, in such a state to endanger their own safety at work or the safety of any other person at work.
6. Report any health or safety hazard to the Principal as soon as they become aware of them.
7. Report or make such recommendations, as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware, regarding work conditions or methods.
8. Keep their own work areas safe and tidy.

### **Office Administration**

Those persons employed in this capacity are responsible for:

1. Ensuring appropriate records under their control are maintained.

2. Reporting any health or safety hazards to the Principal as soon as they become aware of them.

### **Contractors**

Contractors hired by the school for specific building and maintenance purposes are responsible for:

1. Ensuring in their capacity as responsible employers that they and their employees comply with the provisions of the Occupational Health, Safety and Welfare Act 1986 and associated regulations.
2. Notifying both the relevant Government agencies and the Principal of accidents, incidents and/or dangerous occurrences – as defined by Regulation 3 (2) of the Occupational Health, Safety and Welfare (Notification of Work Related Injuries, Accidents and Dangerous Occurrences) Regulations 1987, involving contractors, sub-contractors or their employees.
3. Ensuring compliance with any advice and/or directives issued by the Principal.
4. Abiding by the terms of any contract, including compliance with OH&S policy.
5. Providing for themselves and their employees, all necessary and protective equipment and enforcing the correct usage and maintenance of any such equipment.
6. Exercising due skill, care and expertise in the performance of any contract in accordance with the appropriate documented standards and procedures.

### **Hazard Management**

1. All adults on site are encouraged to note and report any matters they consider to constitute a hazard.
2. The reduction and elimination of hazards should take priority over all other matters. Action taken should be reasonably related to the level of threat and preferably cause minimum disruption to the educational functions of the school.

3. While the Principal and the Office Administrator will act as points of reference in matters of safety, all staff are expected to exercise oversight of risk management under the following guidelines:

Principal                      school-wide oversight.

Teachers                      classrooms, playground (through duty) and duties associated with teaching.

Office Administrator duties and equipment associated with their roles.

& Teacher Assistants

Cleaner                      cleaning equipment, facilities being cleaned and duties associated with cleaning.

Utility Officer /  
Groundsperson              ground maintenance equipment, grounds being maintained and duties associated with repair and maintenance of buildings, grounds and plant.

4. If the Principal is not available for consultation and a potential safety hazard is identified in building assets, equipment or procedures, the Assistant to the Principal or Office Administrator has the authority to act in the manner he/she considers appropriate to reduce or eliminate the hazard.
5. In exercising such oversight there will be no liability placed on staff, except perhaps through contributory negligence. Liability and responsibility will lie with the Principal as the nominated Responsible Officer.

### **Special Procedures**

1. The required number of first aid trained personnel will be maintained at all times.
2. All accidents and incidents will be reported and investigated and, where appropriate, an incident report will be completed. This report will identify the contributing factors to the incident and any necessary follow-up action. Such reports will be an objective assessment of the incident.
3. Issues relating to OH&S, for example building works being conducted at the school will be overseen by the Principal and will be communicated to all staff.
4. Regulations relating to the correct use of equipment or substances will be communicated to all staff.

5. In planning excursions and camps, staff must refer to the Excursions and School Camps Policies and, in particular, details of perceived hazards and any appropriate action must be noted.
6. In undertaking any task around the school, all staff are expected to pay due regard to appropriate risk management. Where there is any doubt or uncertainty about the level of risk, reference should be made to the Principal.
7. Where work is being undertaken that can pose a hazard to other people, such as wet floors or extension cords being laid across traffic areas, it is expected that due attention will be drawn to the hazard in the most reasonable fashion, such as signs and verbal warning.
8. Where work is being undertaken with an element of risk, such as the use of a chainsaw, it is expected that notification will be given to the Principal, who will notify all other staff.
9. Maintenance tasks being undertaken around the school, which require particular skills or must meet specific Australian Standards, will be undertaken by qualified contractors e.g. electrical work and most plumbing work. Where there is any doubt, this should be referred to the Principal.
10. A Crisis Management Plan has been prepared covering all likely contingencies. It is expected that the emergency procedures detailed in that document will be followed wherever possible, but any actions, which ensure the safety of all persons in the school, will be above criticism.

*This policy and associated practices will be reviewed as part of  
St Joseph's Catholic School review cycle.*

**Implemented 1998  
Revised September 2005; March 2010**