



## Workplace Health & Safety Policy Statement

### Workplace Health & Safety Policy

#### POLICY STATEMENT

St Joseph's College (Geelong) is committed to the workplace health, safety (WHS) and welfare of all its' employees and students, those contracted to perform work on its behalf and visitors to our premises. St Joseph's College (Geelong) regards its' WHS responsibilities with the utmost importance and as such, resources are made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and to minimise risk to health.

#### PRINCIPLES

All St Joseph's College (Geelong) managers and employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues and the dissemination of WHS related information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing St Joseph's College (Geelong)'s Health & Safety) H&S Program.

#### OBJECTIVES

This policy provides the framework for:

- The development of safe methods of work
- The achievement of a safe working environment
- The promotion of good health within the work force
- Reducing the number and severity of injuries in the workplace
- Complying with all relevant Acts, Regulations, Standards and Codes of Practice.

#### STRATEGIES

##### **Risk Management:**

St Joseph's College (Geelong) has established a documented WHS Program and a risk management system with procedures for identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

##### **Consultation:**

A Workplace Health & Safety Committee has been established along with several Health & Safety Representatives and Management Representatives, the committee meets once a term. Return-to-Work Co-ordinators have also been appointed with all of these providing an effective consultative mechanism. Employees are able to provide input into the WHS program. Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfill their WHS responsibilities.

#### RESPONSIBILITIES

##### **St Joseph's College (Geelong) Advisory Council Members:**

St Joseph's College (Geelong) Advisory Council members are asked to provide advice to the Principal in ensuring that this policy and the WHS program are developed, effectively implemented and monitored by the Principal and Leadership Team.

##### **Principal:**

The Principal is responsible, and will be accountable for, taking all practical measures to ensure that the Work under their control is safe and without risks to health, and that the behaviour of all persons in the Work is safe and without risks to health.

The Principal will be held accountable for detecting any unsafe or unhealthy conditions or behaviour. If the Principal does not have the necessary authority or resources to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to EREA.

##### **Employees:**

All employees are required to cooperate with the WHS Program to ensure their own health and safety and the health and safety of others in the workplace.

All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

**Volunteers, Contractors, Sub-Contractors and Visitors:**

All volunteers, visitors, contractors and sub-contractors engaged to perform work on St Joseph's College (Geelong)'s premises are required, to comply with St Joseph's College (Geelong)'s WHS Program and to observe directions on health and safety from St Joseph's College (Geelong)'s staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

**WORKPLACE HEALTH AND SAFETY PROGRAM**

St Joseph's College (Geelong) is committed to the effective implementation of its WHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of WHS including, but not limited to:

- WHS training and education for all employees – general and hazard specific
- Work system and procedure design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of WHS services, equipment and facilities
- Workplace inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors, sub-contractors and visitors.

**RELATED POLICIES/PROCEDURES**

- Injury Management and Return-to-Work Program
- Human Resources Programs and Training
- Recruitment & Selection Procedures
- Induction Procedures

**EVALUATION**

St Joseph's College (Geelong) is committed to the establishment of measurable objectives and targets for WHS to ensure continuous improvement aimed at the minimisation of work-related illness and injury.

The effectiveness of St Joseph's College (Geelong)'s WHS & Risk Management Program will be measured by the:

- Effective identification of hazards;
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury, and a resulting reduction in premiums.

**RESOURCE IMPLICATIONS**

- Appointment of Return-to-Work Coordinators
- Appointment of Risk & Compliance Manager
- Establishment of an WHS Committee
- Provision of First Aid Facilities
- Allocation of time for effective safety training of the workforce
- Regular monitoring and review of the WHS Program

**NEXT REVIEW DATE**

07/05/23

**AUTHORISATION**

Authorised By - Management Representative

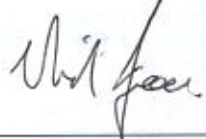
TONY PAATSCH Date: 23/6/21



Signature:

Employee Representative

NICK JONES Date: 23.6.21



Signature: