



FCJ COLLEGE BENALLA

Occupational Health & Safety Policy

1. VISION

FCJ COLLEGE is a Catholic Educational Community of Companions living in faith, nurturing with hope, serving with compassion and fostering the unique giftedness of each person, so that they are able to live..... For God Always.

At FCJ College, we believe in the right of every child and vulnerable adult to experience love, care and respect as an individual, and to be given the opportunity to grow to their full potential as made in the image of God.

At FCJ College, we nurture, engage and encourage all students, in a safe, respectful and positive environment.

2. INTRODUCTION

FCJ College holds the care, safety and wellbeing of students to be at the core of all we do. The FCJ College Council is resolutely committed to ensuring that all FCJ College staff, including staff, College Council members, committee members, contractors, volunteers and clergy, act in a manner that promotes the inherent dignity of each all students at FCJ College and their right to be respected and nurtured in a safe school environments.

If a child is at immediate risk of harm, you must ensure their safety by calling triple zero (000).

3. PURPOSE

The FCJ College Council is committed to promoting a healthy and safe environment and recognises its obligations under the *Occupation Health and Safety Act 2004*. The school's OHS policy informs staff, students, visitors and other relevant parties that OHS is an integral part of FCJ College.

4. PRINCIPALES

- all school staff as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons in the workplace and the promotion and maintenance of occupational health and safety
- the dissemination of occupational health and safety information is primarily the responsibility the Principal, who is delegated this responsibility by the Executive Director
- the Principal, in consultation with employees, has the responsibility for developing, implementing and continually the school's Workplace Safety Program.

FCJ College is committed to:

- Providing safe and healthy workplaces for all staff, students, visitors, contractors and volunteers in accordance with our strategic plan.



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- Identifying and maintaining compliance with all relevant Occupational Health and Safety legislation.
- Establishing and maintaining an Occupational Health and Safety Management System (OHSMS) to ensure that our OHS obligations are met.
- Communicating and consulting with staff (and their representatives), managers and other stakeholders on issues and decisions which may impact work health and safety.

5. SCOPE

This policy and accompanying procedures apply to all school students and staff.

The Principal and staff at FCJ College are committed to providing a safe and healthy workplaces to staff, visitors, contractors and other parties. The Principal, as the Responsible Person, will follow a systematic approach to OHS risk management to ensure that FCJ College can meet its OHS obligations and provide OHS information, training and supervision to staff and other relevant parties. The Principal will consult with employees (and their representatives), school leaders and other stakeholders on OHS issues and will work towards resolving any OHS issues by following the school's OHS Issue Resolution procedure. An OHS Committee is established for this purpose.

6. POLICY STATEMENT

It is the policy of FCJ College to ensure, as far as practicable, that all employees are safe from injury and risks to health and safety in the workplace. This commitment will be met by ensuring that work practices and procedures adopted throughout the school comply with the acts and regulations governing occupational health, safety and welfare. All persons, including staff, students and visitors to schools, are expected to take all practical measures to ensure a safe and healthy working environment in keeping with the following specifically defined responsibilities.

7. ROLES, RESPONSIBILITIES AND DELEGATIONS

7.1 Principal Delegations

The Principal delegates responsibility for the management of OHS issues to the OHS Committee to enable them to act on their behalf.

7.2 Responsibilities of Occupational Health & Safety Committee

An Occupational Health & Safety Committee is formed to:

- facilitate co-operation between the school staff in instigating, developing and carry out measures designed to ensure the health and safety at work of the employees
- to formulate and review the standards, rules and procedures relating to health and safety that are to be carried out or complied within
- ensure appropriate records under their control are maintained in accordance with the school's OHS policy
- meet at least once every three months; and at any other time if required



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- attempt to resolve any issue concerning health or safety that arises in the workplace or from the conduct of the undertaking of the employer, in accordance with the provisions of Part 7, Division 8 of the Act.

7.3 Responsibilities of Employees

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. While at work, staff members must:

- fulfil their duties under OHS legislation and acting in a safe manner
- take reasonable care of their own health and safety and that of others affected by their actions or omissions
- follow safe workplace practices consistent with the extent of their knowledge, control or influence over working conditions and methods
- identify and report any unsafe or unhealthy conditions or behaviour
- ensure that the behaviour of all persons in the workplace is safe and without risk to health
- not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
- co-operate with FCJ College with respect to any action taken by them to comply with a requirement imposed by or under the Occupational Health and Safety Act 2004 or the regulations
- ensure that they are not under the influence of drugs or alcohol whilst in the workplace and in such a state as may endanger their own safety at work or the safety of any other person at work
- keep their own work areas tidy and safe.

7.4 Responsibilities of Volunteers, contractors and sub-contractors, visitors

All volunteers, visitors, contractors and sub-contractors engaged to perform work on the school premises are required, to comply with the OHS Policy of the school. They must observe directions on health and safety from the staff in the school.

Failure to comply or observe a direction will be considered a breach of contract and sufficient grounds for termination of a contract. Visitors who fail to follow directions may be asked to leave the premises.

8. APPENDICES

APPENDIX A: OHS Procedures – School Procedures



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9. RELATED SCHOOL POLICIES

- Health and First Aid policy and procedures
- Essential Safety Register

10. EXTERNAL RESOURCES

- Occupational Health and Safety Act 2004 (Vic)
- Workplace Injury and Rehabilitation and Compensation Act 2013
- Fair Work Act 2009
- Equal Opportunity Act 2010
- Occupational Health and Safety in Schools (WorkSafe) [Link](#)



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APPENDIX A: School Procedures

The FCJ College Occupations Health and Safety Committee shall be comprised of:

Business Manager	Mark McDonald
Staff Representative	Sean Dooley
Property Manager	Robert Elliot
Minute taker	Nicole Murphy
Compliance Officer	Nicole Murphy

The Staff Representative is elected by the staff for a 3 year term.

The OHS committee will establish and conduct an annual OHS Activities Calendar of mandated and situational OHS requirements including communication of OHS policy with staff, workplace safety inspections, policy reviews, training, electrical test and tag program and chemical audits.

The OHS committee will communicate openly and freely with all staff. This included establishment of an OHS noticeboard in the staffroom that will include the following:

- Minutes of the OHS meetings
- Names of OHS committee members
- Workcover “If you are injured” poster
- Emergency Plan

OHS matters will regularly form part of general staff meeting agendas and the staff weekly.