

Occupational Health and Safety Policy

Formulated by Staff

Mission Statement

Ave Maria College is committed to maintaining a safe work environment for all at the College according to the requirements of the *Occupational Health and Safety Act 2004 (Vic)*.

Intentions

Our Health and Safety Policy will provide guidance to employees to make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the College.

Consequences

The College will:

1. Encourage staff to actively contribute to creating a healthy and safe working environment;
2. Use the following definitions of terms:
 - (i) *Act – Occupational Health and Safety Act 2004 (Vic)*
 - (ii) *Health and Safety Representative (HSR)* – a representative of the College who has been elected, in accordance with section 54 of the *Occupational Health and Safety Act 2004 (Vic)*, by the employees at the College. The term of appointment for a health and safety representative is three years
 - (iii) *Management Representative* – the Principal of the College or nominee/s
3. Require that employees exercise responsibility on the matter of creating a safe workplace according to the following levels of responsibility in the College:

It is the responsibility of Management to:

- (i) Provide and maintain so far as practicable for employees a working environment that is safe and without risks to health
- (ii) Identify hazards, assess risk and implement control strategies to minimise risk of injury to people and property
- (iii) Ensure that the relevant Act and Regulations that apply to working conditions and work environment are observed and enforced
- (iv) Design, purchase, install and maintain safe machinery and maintain a safe site
- (v) Develop and implement safe systems of work
- (vi) Provide adequate safety information, training and supervision
- (vii) Put in place formal processes for reporting, recording and investigating potential or actual hazards in both the physical environment and work practices.

It is the responsibility of Employees to:

- (i) Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions at the workplace;
- (ii) Adhere to safe work procedures, instructions and rules;
- (iii) Co-operate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- (iv) Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- (v) Not wilfully place at risk the health and safety of any other person in the workplace.



4. Publish and provide ready access to a range of procedures, which should be followed, to ensure that the workplace is a safe and healthy working environment.

Ratified: Staff

Date: Jan 2002, reviewed August 2009

Where to go for further information

The following people will be able to provide further information:

The elected HSR, Deputy HSR (if appointed), or other members of the OHS Committee as listed on the OHS noticeboard located in the Staff Lounge.

Current procedures are published in the College's Staff Handbook. The Staff Handbook is available on the College's intranet.