

# Occupational Health and Safety Policy



Sacred Heart Catholic School Kew is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Aim of this OHS policy

To inform staff, students, visitors, contractors and volunteers that occupational health and safety (OHS) is an integral part of all operations at Sacred Heart Catholic School Kew.

## Who has ultimate authority and responsibility for OHS in this school?

The daily administration of OHS matters has been delegated to the school principal Ed Weekes.

## Commitment to OHS

Sacred Heart Catholic School Kew and its management are committed to:

- providing a safe and healthy workplace to staff, students, visitors, contractors and other parties
- ensuring that our school can meet its OHS obligations
- providing OHS information, training and supervision to employees and other relevant parties
- consulting with employees (and their representatives), managers and other stakeholders on OHS issues
- resolving any OHS issues by following the school's OHS Issue Resolution procedure.

## Responsibilities

Sacred Heart Catholic School Kew and its senior management are responsible for:

- providing adequate resources for implementing this policy, which includes assigning responsibilities for OHS duties
- providing and maintaining safe plant and systems of work
- making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances
- maintaining, so far as is reasonably practicable, a school that is safe and without risks to physical and mental health
- providing adequate facilities for the welfare of all employees and students
- providing information, training and supervision for employees and contractors, enabling them to work in a safe and healthy manner.

Employees, contractors and subcontractors will be responsible for:


- fulfilling their duties under OHS legislation and acting in a safe manner
- taking reasonable care of their own health and safety, and that of others affected by their actions
- complying with the safety procedures and directions
- acting in accordance with agreed school procedures for accident and incident reporting, and reporting potential hazards to the principal or their representative.

## Review

Sacred Heart Catholic School Kew is committed to continual improvement of its OHS performance.

Authorised by  
principal:

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Signature: 

Date: 28 April, 2022

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Policy ratified by school leadership team: 29 April, 2022

Person responsible: Ed Weekes

Next review date: 28 April, 2024

## Relevant legislation

Victorian [Occupational Health and Safety Act 2004](#)

## Related school policies

Essential Safety Measures Policy

## Related documents

OHS Issue Resolution Flowchart

OHS Induction Checklist

First Aid Procedures

## External resources

WorkSafe Victoria 2017 [OHS in schools: A practical guide for school leaders](#)