# HOLY EUCHARIST SCHOOL Occupational Health and Safety Policy





Holy Eucharist School is a school which operates with the consent of the Catholic Archbishop of Melbourneand 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 Holy Eucharist School.

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

The daily administration of OHS matters has been delegated to the school principal: Michael Bonnici.

# Commitment to OHS

Holy Eucharist School 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**

Holy Eucharist School 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**

Holy Eucharist School is committed to continual improvement of its OHS performance.

Authorised by principal:	Michael Bonnici	
Signature:	Marine	Date: 30 <sup>th</sup> June 2022

Policy ratified by school leadership team: 18th July 2022

Person responsible: Mrs Vanessa Shaw

Next review date: 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 quide for school leaders