



OCCUPATIONAL HEALTH & SAFETY POLICY

The College's OHS Policy is outlined in the following subsections:

- Training, Education and Supervision
- Identification of Workplace Hazards
- Hazard Risk Assessment
- Hazard Control Plans (Corrective Actions)
- Hazard Register
- Stakeholder Consultation



Training, Education and Supervision

The law creates a positive obligation on St Mary's College to train, educate and supervise staff in relation to work safety matters. We meet this obligation in several ways:

Induction Training

All new staff joining St Mary's College are required to complete induction training. During induction, staff are provided with training with respect to our OHS and Injury Management and Return-to-Work Programs.

Specific Individual Training Requirements

Where we identify that a worker, contractor or other visitor to our workplace may be exposed to specific hazards, further training or instruction will be undertaken to minimise the risks arising from the hazards.

Anaphylaxis Response Training

This is required for staff where a student who is enrolled in the school is at risk of anaphylaxis. For more information, refer to our Anaphylactic Shock Management Policy and Procedures.

High Visibility of OHS Program and Work Safe Policies

Our OHS Program and Work Safe Policies are published through our PolicyConnect site and are thus readily accessible to all workers who may wish to review the same.

Manager's Training

In addition to induction training provided to all staff, any staff member appointed to a supervisory position is provided with additional training designed to ensure that they have a solid understanding

of the operation of St Mary's College's OHS Program and Injury Management and Return-to-Work Program.

Ongoing Training and Education

On a regular basis all staff are requested to consider the workplace hazards identified and treatments and controls implemented, and to provide feedback to the individual/s responsible for OHS as to the overall effectiveness of the Programs.

Emergency Evacuation Procedures

Where hazards are identified which require ongoing education and training such as our Evacuation Policy and Procedures, we have established ongoing training programs that all staff must attend on a regular basis.



Identification of Workplace Hazards

St Mary's College has a positive obligation at law not only to identify hazards that could harm employees, students, contractors or any other person at our workplace but also to analyse the level of risk posed by the hazard and to control the hazards identified.

To assist in the hazard identification process St Mary's College has developed the following systems and procedures.

Hazard Register

Based upon hazards that would typically be expected to be present in a workplace such as ours and upon our historical experience of workplace injuries we have developed a register of potential workplace hazards.

Our OHS Hazard Register, which is maintained through our Assurance, provides a useful reference point for the continuing process of hazard identification within the workplace.

Monitoring Changes in the Workplace

It is the role of the individuals responsible for OHS to review changes in the workplace and to assess hazards that may emerge from these changes.

Typically, changes in the workplace occur when:

- we occupy new premises or extend our existing premises
- new plant or equipment is introduced into the workplace
- hazardous substances are introduced into the workplace
- new work practices are introduced.

The individuals responsible for OHS will also review OHS information relevant to our industry to assist in the identification of workplace hazards.

As new risks are identified they will be added to the Hazard Register in CompliSpace Assurance and be assessed and controlled in accordance with this OHS Program.

Reporting a Workplace Incident

On occasion an incident may occur in the workplace which highlights the existence of a hazard but does not however result in an injury (e.g. a worker may slip but not be injured). In these cases, the incident must be recorded through our online Injury/Incident Notification system in Assurance. The incident will be investigated, and corrective action taken where this is deemed necessary.

Reviewing Workplace Injuries

It is the role of the individuals responsible for OHS to investigate all workplace injuries. Where an injury arises as the result of a hazard which has not been identified, this risk will be added to the Hazard Register in CompliSpace Assurance and be assessed and controlled in accordance with this OHS Program.

Observation and Consultation with Staff

Workers are in the best position to identify potential workplace hazards and to make recommendations with respect to the implementation of hazard control measures.

The staff consultation and training and education procedures are designed to ensure that staff are aware of OHS issues and have a clear channel for communicating workplace hazards.

St Mary's College encourages the involvement of all workers in making ours a safe workplace. Report hazards to your immediate supervisor or through our online Assurance Notification Tool. We value your views and take them into account.

Workplace Inspections

It is our policy to carry out workplace inspections on a regular basis to ensure that we maintain a safe workplace.

Once an inspection has been completed, the individuals responsible for OHS are required to keep a record of the relevant inspection checklist. Any subsequent corrective actions should be recorded.



Hazard Risk Assessment

The College has a positive obligation to assess the risks posed by hazards in our workplace and to determine how best to modify our work processes to effectively eliminate or control the hazards.

As workplace hazards are identified they are recorded in St Mary's College's [Hazard Register](#) where each hazard is analysed. Central to the analysis process is the assessment of the **likelihood** an event will occur, and the magnitude of the **consequences** of an event should it occur.

The likelihood and consequence assessments are combined within a **risk matrix** to provide an overall assessment of risk as either Extreme, High, Medium or Low. We can then evaluate our treatment and control options and ensure that appropriate priority is given to the treatment and control of these workplace hazards.

Likelihood of An Event Occurring

Likelihood of an Event Occurring		
Risk Rating	Likelihood Measure	Description
A. Almost Certain	>80%	Highest likelihood of occurrence. <ul style="list-style-type: none"> • Events of a similar nature occur on a weekly basis at the school. • Events of a similar nature occur on a weekly basis in the same geographical area/conditions.
B. Likely	60 – 80%	Event will occur regularly during a year.

		<ul style="list-style-type: none"> • Events of a similar nature have occurred previously at the school, or similar sites, and regularly each year. • Events of a similar nature occur regularly each year in the same geographical area/conditions.
C. Possible	30 – 60%	<p>Event is expected to occur.</p> <ul style="list-style-type: none"> • Event is expected to occur, possibly several times during the lifetime of the school’s operations. • Events of a similar nature have occurred previously at the school. • Events of a similar nature have occur regularly in the same geographical area/conditions.
D. Unlikely	5 – 30%	<p>May occur.</p> <ul style="list-style-type: none"> • Event may occur. • Events of a similar nature are known to have occurred at the specific site or similar sites. • Events of a similar nature are known to have occurred in the same geographical area/conditions
E. Rare	< 5%	<p>May occur in exceptional circumstances (lowest likelihood).</p> <ul style="list-style-type: none"> • Practically impossible for event to occur in the current environment. • No known occurrences of event to date at the specific site or similar sites.

- No known occurrences in the same geographical area/conditions.

Consequence of the Event If It Does Occur

Life/Health Consequences of an Event Occurring	
Risk Rating	Description
Catastrophic	Death or permanent serious disability. Unlikely to be able to return to work/school in former capacity. Catastrophic trauma resulting in extensive life changing psychological damage.
Major	Life threatening injury requires lengthy hospitalisation/rehabilitation. More than a month off work/school. Major trauma resulting in long term psychological damage.
Moderate	Significant injury requiring hospitalisation. A week to a month off work/school. Moderate trauma requiring short term treatment. Full recovery anticipated.
Minor	Injury requires a doctor. Less than one week off work/school. Minor trauma experienced. No ongoing treatment required.
Insignificant	Slight injury requires first aid only. No lost time.

Setting the Overall Risk Rating

E = Extreme, H = High, M = Medium, L = Low

Likelihood	Consequence				
	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
A. Almost Certain	M	M	H	E	E
B. Likely	L	M	H	E	E
C. Possible	L	M	M	H	E
D. Unlikely	L	L	M	M	H
E. Rare	L	L	L	M	H





Hazard Control Plans (Corrective Actions)

Where we have identified a workplace hazard, we will use a hierarchy of control principle.

This hierarchy is in effect a list of control measures, in priority order, that can be used to eliminate or minimise exposure to the hazard.

It consists of the following two levels:

Level 1 - Elimination

First Priority – Elimination of Hazard

This option is designed to get rid of the hazard altogether.

The best way to eliminate the risk is to completely remove the hazard. For example:

- repair damaged equipment promptly
- ensure new equipment meets the ergonomic needs of users
- move a noisy machine from a quiet area.

Level 2 – Minimisation options which are introduced to substantially reduce the risk

Second Priority – Substitution

Substitution involves replacing a hazardous substance or work practice with a less hazardous one.

For example:

- a telephone hand set can be replaced with a headset where there is constant use of the telephone
- substituting a smaller package or container to reduce the risk of manual handling injuries such as back strain

- substituting a hazardous chemical with a less dangerous one.

Third Priority – Engineering Controls

Engineering controls include the provision of mechanical aids, barriers, machine guarding, ventilation or insulation to isolate a hazard from employees. For example:

- electrical cut out switches
- roll over frames on vehicles
- isolating copying equipment in soundproof and ventilated rooms
- using anti-glare screens on computers
- using trolleys or mechanical lifting aids
- changing bench heights to reduce bending.

Fourth Priority – Administrative (Procedural) Controls

Administrative controls require the establishment of policies, procedures and work practices designed to reduce a worker's exposure to a risk. They can also include the provision of specific training and supervision. For example:

- providing alternative tasks for workers to prevent continuous keyboard work for long periods
- increasing job variety and introducing job rotation
- redesigning jobs
- regularly maintaining plant and equipment
- training and education to learn how to:
 - identify and assess risks
 - use methods of control
 - know and apply the legislative requirements
 - safety use mechanical aids and equipment.

Last Priority – Personal Protective Equipment (PPE).

PPE will be used by us as a last resort. These control measures include covering and protecting a worker's body from hazards and can be used as a short-term control measure until a "higher order" control has been provided, or to supplement it.

Where such a control is in place, PPE will be provided and maintained by the College and training will be provided for workers required to use it. The employee would also have a responsibility to use it properly.

Some examples of PPE are:

- ear plugs in noisy areas
- eye protection when working with chemicals
- gloves to protect against infection.

The principle of the hierarchy of control must be used in seeking to eliminate or minimise workplace risks, and PPE should only be used if it is not reasonably practical to control the risk by engineering or administrative means.

If no single control is sufficient, a combination of the above controls will be put in place to minimise the risk to the lowest level that is reasonably practical.



Hazard Register

Workplace hazards identified through our OHS Program are recorded in our Hazard Register where they are analysed and evaluated before being linked to relevant hazard controls.

St Mary's College's Hazard Register is maintained in CompliSpace Assurance.



Stakeholder Consultation

Consultation with Staff

The law creates a positive obligation on St Mary's College to consult with staff in relation to OHS matters. The logic behind this is simple. As a staff member you are in the best position to identify potential hazards and to make recommendations with respect to the implementation of risk control measures.

We encourage the involvement of all staff in making ours a safe workplace. Your views are valued and will be considered.



PROCEDURES

Procedures for Managing Shared Responsibility

College Staff Working on Non-College Premises

Where one of our staff members is working on premises controlled by another business or undertaking, we must ensure that prior to work commencing they provide our staff with information relating to:

- identification of any known risks and hazards and their treatment or control (e.g. emergency evacuation procedures)
- any standards of behaviour or requirements such as confidentiality
- name of relevant contact people
- site induction including first aid arrangements and emergency plans.

Non-College Staff Working for the College

Where there is potential that the College may share a duty of care for workers with another employer, we take the following steps:

Step 1: Where appropriate, St Mary's College will require a written undertaking such as a provision in the contract for services, which requires the other party and their employees or others engaged by them, to comply with OHS requirements. Penalties for breaching this provision should be built into this undertaking.

Step 2: Review the nature of the activity to be undertaken and determine whether the College has the potential to control all or some of the aspects of the work being undertaken. This may include control over location of the work, the time when work is to occur, the type of work being performed, or the method used.

Step 3: Obtain the following before the workers commence work:

- copies of licenses
- where appropriate, copies of safe work method statements, or undertaking that they have developed safe work methods or their equivalent and will be following them
- undertaking that the workers have the necessary training or accreditation to safely conduct the work for St Mary's College
- copies of insurances.

Step 4: Provide any workers on our site or performing work for us, with a site induction prior to starting work. The induction must include:

- site risks, hazards and controls
- location of first aid facilities
- emergency plan
- who to notify of injuries, near misses, or hazards.

Step 5: Monitor the work performed by workers employed by other parties (e.g. contractors) and where we believe that those workers are not complying with safe work practices, immediately notify their employer. This may lead to the termination of the contract for services.

Direct Consultation with Staff

St Mary's College consults directly with its employees on health and safety matters.

Where the College has engaged contractors the College will also consult with those contractors and their employees in relation to matters over which the College has control.

As part of our direct consultation strategy, we have appointed Deanne Telford, Acting Business Manager as our OHS Coordinator who is responsible for:

- monitoring changes in legislative requirements and ensuring that the College is adhering to these requirements
- consulting with staff including conducting meetings to:
 - monitor our OHS Program
 - promote a safe work culture
 - review measures taken to ensure the health and safety of persons at a place of work
 - facilitate the training of all staff and managers about the operation of our OHS Program and our Injury Management and Return-to-Work Program

- provide a clear communication line with all employees about OHS and Injury Management issues, including the management of the consultation process
- investigate any matter that may be a risk to health and safety in the workplace
- carry out workplace inspections
- communicate with staff about the identification of work hazards
- assess the risks posed by the work hazards identified
- coordinate the implementation of appropriate risk treatments and controls
- investigate workplace injuries and taking appropriate steps to prevent/control such injuries in the future
- resolve OHS issues.

Please contact our OHS Coordinator should you have any queries, concerns or suggestions with respect to safety-related matters within St Mary's College.

We encourage all staff to be involved in discussions about OHS and the impact of any proposed or actual changes to our work environment.

Record Keeping

The record keeping requirements with respect to OHS matters are set out in detail in the relevant legislation and Codes of Practice and are too extensive to reproduce in full within this Program.

In general terms, the Leadership Team is responsible to ensure records are kept with respect to all OHS issues, including, but not limited to:

- a copy of this Program
- training of workers
- minutes of OHS meetings
- reports on accidents, hazards and incidents
- reports on accident and incident analysis and investigation
- reports on workplace inspections
- accident statistics
- safety equipment records including from the time of purchase to ongoing maintenance
- method of hazard identification and risk assessments, including details of measures introduced and assessment of their effectiveness
- OHS audits and reviews
- details of qualifications held by individuals.

Many OHS records are confidential and should only be accessible to those who have a need to know. This is particularly important in the case of incident reports and workers compensation claims, which contain personal data relating to individuals.

OHS records are maintained in such a way that they are retrievable and protected against damage, deterioration or loss. This includes maintaining records in electronic format with appropriate backup procedures in place.

Records are maintained for a minimum period of seven years.

OHS Program Maintenance

Legal and Regulatory Changes

In designing our OHS, Injury Management and Return-to-Work Programs we have had regard to our legal and regulatory obligations as well as to various guidelines, Codes of Practice and standards, published or referenced by regulators.

We are committed to achieving best practice in OHS and have delegated responsibility for OHS to a senior staff member who is responsible for monitoring changes in legislation and reviewing best practice guidelines. St Mary's College has access to legal representatives and industry consultants to assist in the maintenance of our OHS Program.

Monitoring Treatments and Controls

As important as it is to identify workplace hazards, to assess them and to develop **risk controls**, it is critical that we monitor and review the overall effectiveness of these treatments and controls over time.

Whilst all staff have an obligation to ensure that we maintain a safe workplace, it is the role of the OHS Coordinator to ensure the currency and effectiveness of **risk treatments** and **controls**.

Reviewing the Overall Effectiveness of our OHS Program

Whilst we constantly monitor the workplace to identify hazards, the College is also committed to conducting an independent review of this Program on a regular basis.

OHS Audits

The College conducts periodic OHS management system (OHSMS) audits that are carried out by a competent person in order to:

- determine whether our OHSMS:
 - complies with legislative requirements
 - conforms to planned arrangements for OHS management
 - has been properly implemented and maintained
 - is effective in meeting our policies as well as objectives and targets for continual OHS improvement
- provide information on the results of audits to management and employees.

St Mary's College is committed to conducting an audit of this Program on a regular basis.

OHS Management Reviews

In addition to OHS Program reviews, our Leadership Team conducts regular reviews of our OHS management system (OHSMS) to ensure:

- its continuing stability, adequacy and effectiveness
- necessary information is collected to allow the Leadership Team to carry out this evaluation
- the continued relevance of policies, objectives, responsibilities and other elements of our OHSMS, considering OHS review results, changing circumstances and our commitment to continual improvement.



IMPLEMENTATION

The Board and authorised delegates share responsibility for the effective implementation of this Program.

Ultimate responsibility and accountability for OHS and Injury Management lies with the the Principal.



BREACH OF THIS POLICY

Individuals cannot be indemnified or insured against any fines or penalties for breaching their responsibilities under the OHS Act or regulations.



DEFINITIONS

Term	Definition
Worker	<p>For the purposes of this OHS Program, a “worker” includes:</p> <ul style="list-style-type: none">• the Board and officers• Heads of Department• supervisors• teachers• support staff• volunteers• contractors



SOURCE OF OBLIGATION AND RELATED LEGISLATIVE INSTRUMENTS

- Occupational Health and Safety Act 2004 (Vic)



RELATED POLICIES AND PROCEDURES

- [Evacuation Policy and Procedures](#)
- [Injury Management and Return-to-Work Policy and Procedures](#)
- [Anaphylactic Shock Management Policy and Procedures](#)