



Doctrina Vitae

Bacchus Marsh  
Grammar

# POLICY

## Occupational Health and Safety Policy

(from Complispace)

Approved: 18 April 2018



# 1 Statement of Context and Purpose

Bacchus Marsh Grammar is committed to ensuring that all employees, students, contractors and visitors are provided with a safe and healthy working environment in accordance with Occupational Health and Safety (OHS) laws.

Employees of Bacchus Marsh Grammar also have responsibilities under OHS laws. These responsibilities must be upheld at all times.

The purpose of this policy is to provide employees with guidance as to:

- Bacchus Marsh Grammar's responsibilities for the management of OHS; and
- their own responsibilities for the management of OHS within Bacchus Marsh Grammar.

This policy and procedure is designed to ensure employees, contractors and authorised personnel of Bacchus Marsh Grammar work in an environment that is safe.

# 2 Policy Statement

2.1.1 Bacchus Marsh Grammar is committed to the occupational health, safety (OHS) and welfare of all its' employees and students, those contracted to perform work on its behalf and visitors to our premises.

2.1.2 Bacchus Marsh Grammar regards its' OHS responsibilities with the utmost importance and as such, resources are made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and to minimise risk to health.

# 3 Principles

3.1.1 All Bacchus Marsh Grammar's managers and employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of management. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Bacchus Marsh Grammar's OHS Program.

# 4 Objectives

- 4.1.1 This policy provides the framework for :
- The development of safe methods of work;
  - The achievement of a safe working environment;
  - The promotion of good health within the work force;
  - Reducing the number and severity of injuries in the workplace; and
  - Complying with all relevant Acts, Regulations, Standards and Codes of Practice.

## 5 Strategies

### 5.1 Risk Management:

5.1.1 Bacchus Marsh Grammar has established a documented OHS Program and a risk management system with procedures for identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

### 5.2 Consultation:

5.2.1 An OHS & Return-to-Work Co-ordinator has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the OHS program. Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfil their OHS responsibilities.

## 6 Application

This policy applies to all employees, contractors and other authorised personnel required to perform functions on Bacchus Marsh Grammar's premises.

## 7 Reference Points / Background Papers

- *Occupational Health and Safety Act 2004 (Vic);*
- *Occupational Health and Safety Regulations 2007 (Vic);*
- *Accident Compensation Act 1985 (Vic);*
- *Accident Compensation Regulations 2012 (Vic);*
- *Bullying and Violence Policy*
- *Performance Management, Misconduct and Disciplinary Action Policy*

## 8 Definitions

8.1.1 Supervisor means an individual who has been delegated the authority to be responsible for another employee in respect of specified workplace matters and/or decisions.

## 9 Bacchus Marsh Grammar's Commitments

Bacchus Marsh Grammar is committed to:

- 9.1.1 Providing and maintaining a working environment (including buildings, equipment, facilities and grounds) that is so far as is reasonably practicable safe and without foreseeable risks to health;
- 9.1.2 Recognising its responsibility for the prevention of workplace caused injury and illness;
- 9.1.3 Accepting the obligations imposed by legislation on Occupational Health & Safety and supporting Regulations and Codes of Practice which are applicable to its operations and regarding these as being the appropriate standard; and
- Developing, implementing and maintaining operating procedures that ensure, so far as is reasonably practicable, the:
  - Inducting and training of employees and contractors in relation to Occupational Health & Safety requirements;
  - Consulting of employees in relation to Occupational Health & Safety matters;



- Advising of all levels of management that are held accountable for a safe environment in the areas under their control;
- Establishing and maintaining of systems that identify hazards and record accidents;
- Implementing of corrective actions where there is an incident or accident regardless of whether the incident has caused injury or not; and
- assisting employees injured at work to return to work as soon as practicable.

9.1.4 All employees, contractors and other authorised personnel have a responsibility for taking reasonable steps to ensure that his or her own work or study environment and practices protect their own health and safety as well as the health and safety of others.

9.1.5 It is essential that all employees, students and other persons who visit Bacchus Marsh Grammar comply with Bacchus Marsh Grammar's OHS policy, procedures and instruction and cooperate with Bacchus Marsh Grammar management in maintaining and improving safety standards.

## 10 Responsibilities

### 10.1 Bacchus Marsh Grammar Council Members & Officers:

10.1.1 Each Bacchus Marsh Grammar Council Member or Officer is required to ensure that this policy and the OHS program are developed and effectively implemented in areas under their control, and to support supervisors and hold them accountable for their specific responsibilities.

### 10.2 Principal:

10.2.1 The Principal is responsible, and will be accountable for, taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behavior of all persons in the workplace is safe and without risks to health.

10.2.2 The Principal will be held accountable for detecting any unsafe or unhealthy conditions or behaviour. If the Principal does not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a Bacchus Marsh Grammar Council Member or Officer with the necessary authority to effect a remedy.

### 10.3 Employees:

10.3.1 All employees are required to cooperate with the OHS Program to ensure their own health and safety and the health and safety of others in the workplace.

10.3.2 All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

### 10.4 Volunteers, Contractors, Sub-Contractors and Visitors:

10.4.1 All volunteers, visitors, contractors and sub-contractors engaged to perform work on Bacchus Marsh Grammar's premises are required to comply with Bacchus Marsh Grammar's OHS Program and to observe directions on health and safety from Bacchus Marsh Grammar's staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

## 11 Employee, Contractor and Other Authorized Personnel Obligations

All employees, contractors and other authorised personnel are responsible for ensuring that the following obligations are complied with:

### 11.1 Hazard Reporting



11.1.1 Reporting hazards and other OHS issues to their supervisor as soon as possible.

## 11.2 Manual Handling

11.2.1 Following safe operating procedures associated with their work tasks;

11.2.2 Reporting hazards associated with manual handling to their supervisor as soon as possible;

11.2.3 Attending manual handling training as required, and complying with that training;

11.2.4 Participating in consultation regarding manual handling activities within their workplace; and

11.2.5 Not putting others at risk due to poor manual handling practices.

## 11.3 Plant and Equipment

11.3.1 Using safe operating procedures and in accordance with training;

11.3.2 Undertaking any pre-use inspection;

11.3.3 Reporting all malfunctions and damage to plant and equipment to their manager and/or health and safety representative; and

11.3.4 Not operating any plant or equipment that is unsafe, damaged or where guarding is incomplete or has parts missing.

## 11.4 Electrical Equipment

11.4.1 Checking tags on flexible electrical supply cables prior to use of electrical equipment and notifying their supervisor of any cables that are out date;

11.4.2 Ensuring that electrical equipment brought into the workplace from home will be tested in accordance with *AS3760– In-service Safety Inspection and Testing of Electrical Equipment*. It will be the responsibility of the owner of the equipment to ensure the testing and tagging is current. This includes the responsibility for the cost of testing and tagging; and

11.4.3 Not affixing tags on electrical equipment, unless qualified to do so. This includes any power tools.

## 11.5 Hazardous Substances and Dangerous Goods

11.5.1 Complying with guidelines and directions for the safe storage of dangerous goods and/or hazardous substances (where applicable) including isolation requirements;

11.5.2 Reporting any problems associated with the storage of dangerous goods and/or hazardous substances to their supervisor; and

11.5.3 Ensuring that food containers or containers that may be mistaken for food containers are never used for the storage or use of dangerous goods and/or hazardous substances.

## 11.6 Bullying

Complying with the School's Bullying and Violence Policy.

## 12 Occupational Health and Safety Program

12.1.1 Bacchus Marsh Grammar is committed to the effective implementation of its OHS Program and will ensure that it is appropriately reviewed and updated. The program relates to all aspects of OHS including, but not limited to:

- OHS training and education for all employees – general and hazard specific;
- Work system and procedure design, workplace design and standard work methods;
- Changes to work methods and practice;
- Emergency procedures and drills;
- Provision of OHS services, equipment and facilities;
- Workplace inspections and safety plans;
- Reporting and recording of incidents, accidents, injuries and illnesses; and
- Provision of information to employees, contractors, sub-contractors and visitors.

## 13 Related Policies/Procedures

- Injury Management and Return-to-Work Program
- Human Resources Programs and Training
- Recruitment & Selection Procedures
- Induction Procedures

## 14 Evaluation

14.1.1 Bacchus Marsh Grammar is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the minimisation of work related illness and injury.

14.1.2 The effectiveness of Bacchus Marsh Grammar's OHS & Risk Management Program will be measured by the:

- Effective identification of hazards;
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury, and a resulting reduction in premiums.

## 15 Resource Implications

- Appointment of an OHS & Return-to-Work Coordinator
- Establishment of an OHS Committee
- Provision of First Aid Facilities
- Allocation of time for effective safety training of the workforce
- Regular monitoring and review of the OHS Program

## 16 Consequences of a Breach of this Policy

16.1.1 Bacchus Marsh Grammar emphasises the need to fully comply with the requirements of this policy.

16.1.2 Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment.

16.1.3 Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

## 17 Implications for Practice

### 17.1 At Board/Principal Level

17.1.1 To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to employees, for example on the Bacchus Marsh Grammar intranet, in physical form in the staff room and on employee bulletin notice boards;
- that this policy is incorporated into the Board's/Principal's record of current policies;
- that this policy is incorporated into Bacchus Marsh Grammar's induction program, to ensure that all employees are aware of the Policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy;
- that an appropriately qualified person is appointed or engaged to assist Bacchus Marsh Grammar in meeting its occupational health and safety obligations;
- that periodic safety audits are conducted and action taken in respect of any hazards and issues identified; and
- that regular reports are received from supervisors in relation to the implementation of this policy.

### 17.2 At Other Levels

17.2.1 To properly implement this policy, all Bacchus Marsh Grammar's employees, contractors and authorised personnel must ensure:

- that they will abide by this policy and assist Bacchus Marsh Grammar in the implementation of this policy.

## 18 Authorisation

<b>Policy Document Name</b>	<b>Occupational Health and Safety Policy v2</b>	
<b>Approval Authority</b>	School Council	
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