



Bacchus Marsh
Grammar

School Board Policy

Health & Safety

GOV-031 Board Occupational Health and Safety Policy

Approved by the School Board 27 October 2021



Occupational Health and Safety Policy

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1 Policy Statement

- 1.1.1 The purpose of this policy is to define Bacchus Marsh Grammar's commitment to provide and maintain a safe and healthy work and learning environment to all personnel. In support of this, the School will ensure:
- Risks to health and safety are eliminated as far as reasonably practicable; or where elimination is not reasonably practicable, to reduce risk factors that can lead to injury or illness;
 - Raise awareness in the workplace about issues that impact on health and wellbeing;
 - Promote a positive and equitable work and learning environment where mental health and wellbeing is supported; and
 - Promote and encourage participation in workplace health, safety and wellbeing initiatives.
- 1.1.2 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.
- 1.1.3 This policy will provide all Personnel, volunteers and visitors with guidance as to:
- Bacchus Marsh Grammar's responsibilities for the management of OHS; and
 - Individual Personnel, volunteers and visitors responsibilities for the management of OHS within Bacchus Marsh Grammar.

2 Principles

- 2.1.1 All Personnel, volunteers and visitors have a shared responsibility for contributing to the health and safety of all persons.
- 2.1.2 The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of management.
- 2.1.3 Management at all levels, in consultation with Personnel, have the responsibility for developing, implementing and continually reviewing Bacchus Marsh Grammar's OHS Program.

3 Objectives

- 3.1.1 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 and other related policies.

4 Definitions

Word/Term	Definition
Personnel	Means employees, contractors, sub-contractors and other authorized personnel

5 Strategies

5.1 Risk Management

- 5.1.1 Bacchus Marsh Grammar has established the following:
- 5.1.1.1 A documented OHS Program;
 - 5.1.1.2 An OHS Committee; and
 - 5.1.1.3 A risk management system with procedures for identifying, assessing, and controlling workplace hazards that has been developed in accordance with the International Risk Management Standard AS ISO 31000:2018.



5.2 Consultation

- 5.2.1 At Bacchus Marsh Grammar, the Human Resources Manager is responsible for establishing an effective consultative mechanism.
- 5.2.2 Employees are able to provide input into the OHS program.
- 5.2.3 Management will consult with contractors, subcontractors, volunteers, and visitors when planning work to determine the most effective means of ensuring both parties fulfil their OHS responsibilities.

6 Responsibilities

6.1 Bacchus Marsh Grammar Board Members & Officers

- 6.1.1 Each Bacchus Marsh Grammar Board (Board) Director 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.

6.2 Principal

- 6.2.1 The Principal is responsible, and will be accountable for, taking all practical measures to ensure that the workplace is safe and without risks to health, and that the behaviour of all Personnel, volunteers and visitors in the workplace is safe and without risks to health.
- 6.2.2 The Principal will be held accountable for detecting any unsafe or unhealthy conditions or behaviour.
- 6.2.3 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 Board Director or Officer with the necessary authority to effect a remedy.

6.3 Employees

- 6.3.1 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.
- 6.3.2 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.

6.4 Contractors, Sub-Contractors and other Authorised Personnel

- 6.4.1 All contractors, sub-contractors and other authorised personnel entering, or engaged to perform work on, Bacchus Marsh Grammar's premises are required to:
 - 6.4.1.1 Comply with Bacchus Marsh Grammar's OHS Program and to observe directions on health and safety from Bacchus Marsh Grammar's management; and
 - 6.4.1.2 Comply with their own business/company's OHS and other regulatory or statutory requirements (for example, Worksafe practices); and
 - 6.4.1.3 Carry out their work in accordance with safe workplace practices, and use all plant, materials, tools and substances in the manner for which they are intended.
- 6.4.2 Failure to comply or observe the above may constitute a breach of contract and sufficient grounds for removal from the work site.

6.5 Volunteers and Visitors

- 6.5.1 All volunteers and visitors entering, or 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 employees.

6.6 Health and Safety Committee/Officers

- 6.6.1 The School will establish a Health and Safety Committee to provide a clear communication channel for Personnel wishing to provide input, information/feedback with respect to the School's OHS, Injury Management and Return to Work Programs.

- 6.6.2 The School will appoint Health and Safety Representatives (HSR) to represent the interests of Personnel at each of the School's campuses.

7 Related Legislation

- Accident Compensation Act 1985 (Vic)
- Accident Compensation (Occupational Health and Safety) Act 1996
- Accident Compensation Regulations 2012 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Health Act 1958 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Workplace Relations Act 1996 (Cth)

8 Related Documents

- Bacchus Marsh Grammar Risk Register
- Equal Opportunity Policy
- Human Resources Programs and Training
- Induction Procedures
- Injury Management and Return-to-Work Program
- International Standard AS ISO 3100:2018
- Occupational Health and Safety Complispace Program
- Pastoral Care Program
- Performance Management, Misconduct and Disciplinary Action Policy
- Recruitment & Selection Procedures
- Staff Code of Conduct
- Working from Home Policy

9 Evaluation

- 9.1.1 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.
- 9.1.2 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.

10 Resource Implications

- 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

11 Consequences of a Breach of this Policy

- 11.1.1 Bacchus Marsh Grammar emphasises the need to fully comply with the requirements of this policy.
- 11.1.2 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.
- 11.1.3 Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy.

12 Implications for Practice

12.1 At Board/Principal Level

12.1.1 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 Personnel, for example on the staff Intranet;
- 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;
- 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.

12.2 At Other Levels

12.2.1 To properly implement this policy, all Bacchus Marsh Grammar's Personnel must ensure that they will abide by this policy and assist Bacchus Marsh Grammar in the implementation of this policy.

13 Authorisation

Board Document No.	GOV-031	
Board Document Name	Board Occupational Health and Safety Policy	
Approval Authority	Chair of the School Board	
Approval Signature	Cathy Jeffkins Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	27 October 2021	
Date of Next Review	27 October 2022	To be reviewed annually

14 History

Date	Amendment
15 July 2015	1. Reviewed
18 April 2018	2. Reviewed and updated format
21 July 2020	3. Reviewed, updated format and content
27 October 2021	4. Reviewed