



Bacchus Marsh  
Grammar

# Board POLICY

## HEALTH AND SAFETY

### GOV-031 Board Occupational Health and Safety Policy

Approved by the School Board: 25 February 2026

**Bacchus Marsh Grammar** PO Box 214 Bacchus Marsh VIC 3340 **E** [school@bmg.vic.edu.au](mailto:school@bmg.vic.edu.au)  
**Maddingley Campus** South Maddingley Road, Bacchus Marsh VIC 3340 **P** 03 5366 4800  
**Woodlea Campus and ELC** 111 Frontier Avenue, Aintree VIC 3336 **P** 03 5366 4900

An Independent Ecumenical School  
for Girls and Boys  
Reg. No. 1919  
ABN: 24 128 531 078  
[www.bmg.vic.edu.au](http://www.bmg.vic.edu.au)



## Board Occupational Health and Safety Policy

<b>1</b>	<b>Policy Statement</b>	<b>2</b>
<b>2</b>	<b>Principles</b>	<b>2</b>
<b>3</b>	<b>Objectives</b>	<b>2</b>
<b>4</b>	<b>Definitions</b>	<b>2</b>
<b>5</b>	<b>Strategies</b>	<b>2</b>
5.1	Risk Management	2
5.2	Consultation	3
<b>6</b>	<b>Responsibilities</b>	<b>3</b>
6.1	Bacchus Marsh Grammar Board Members & Officers	3
6.2	Principal	3
6.3	Employees	3
6.4	Contractors, Sub-Contractors, and other Authorised Personnel	3
6.5	Volunteers and Visitors	3
6.6	Health and Safety Committee/Officers	4
<b>7</b>	<b>Related Legislation</b>	<b>4</b>
<b>8</b>	<b>Related Documents</b>	<b>4</b>
<b>9</b>	<b>Evaluation</b>	<b>4</b>
<b>10</b>	<b>Resource Implications</b>	<b>4</b>
<b>11</b>	<b>Consequences of a Breach of this Policy</b>	<b>5</b>
<b>12</b>	<b>Implications for Practice</b>	<b>5</b>
12.1	At Board/Principal Level	5
12.2	At Other Levels	5
<b>13</b>	<b>Authorisation</b>	<b>5</b>
<b>14</b>	<b>History</b>	<b>5</b>

## 1 Policy Statement

- 1.1.1 The purpose of this policy is to define Bacchus Marsh Grammar's (the School) commitment to provide and maintain a safe and healthy work and learning environment to all Personnel. This commitment includes both physical and psychological health and safety.
- 1.1.2 In support of this, the School will aim to 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 psychological wellbeing is supported;
  - Promote and encourage participation in workplace health, safety and wellbeing initiatives.
- 1.1.3 The School regards its Occupational Health and Safety (OHS) responsibilities with the utmost importance and as such, will aim to comply with relevant sections of the Victorian Occupational Health and Safety Act 2004 (Vic), associated Regulations, and relevant codes of practice, including those relating to psychological health and psychological risk.
- 1.1.4 This policy will provide all personnel, volunteers, and visitors with guidance as to:
- The School'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 and the dissemination of relevant 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 the School's health and safety framework.

## 3 Objectives

- 3.1.1 This policy provides the framework for:
- Safe systems of work;
  - A safe and healthy working and learning environment;
  - The promotion of health and wellbeing;
  - Reducing the incidence and severity of work-related injury and illness; and
  - Compliance with legislative and regulatory obligations.

## 4 Definitions

Word/Term	Definition
Health	Means physical and mental health, including psychological wellbeing
Personnel	Means employees, contractors, sub-contractors, and other authorized personnel

## 5 Strategies

### 5.1 Risk Management

- 5.1.1 The School 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 aligned to AS ISO 31000:2018. This includes identification and

management of both physical hazards and psychological hazards that may give rise to psychological injury.

## 5.2 Consultation

- 5.2.1 The Human Resources Manager is responsible for establishing an effective consultative mechanisms in accordance with legislative requirements.
- 5.2.2 Employees are provided with opportunities to contribute to health and safety matters.

## 6 Responsibilities

### 6.1 Bacchus Marsh Grammar Board Members & Officers

- 6.1.1 The Board is responsible for governance and oversight of health and safety, including:
  - Setting clear expectations regarding health and safety culture;
  - Ensuring appropriate systems, resources and reporting mechanisms are in place;
  - Receiving regular reports on health and safety performance, risks and incidents;
  - Satisfying itself that health and safety risks are being effectively managed.

### 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 the School's OHS Program and to observe directions on health and safety from the School'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 the School's OHS Program and to observe directions on health and safety from School 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, including matters relating to health and safety 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 Amendment Regulations (Psychological Health)
- Occupational Health and Safety Regulations 2017
- Victorian Workplace Injury Rehabilitation and Compensation Regulations 2014
- Workplace Injury Rehabilitation and Compensation Act 2013 (WIRC Act)
- Workplace Relations Act 1996 (Cth)

## 8 Related Documents

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

## 9 Evaluation

- 9.1.1 The School 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 the School'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 The School 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 every two years;
- 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

<b>Board Document Name</b>	<b>GOV-031 Board Occupational Health and Safety Policy</b>	
<b>Required Approval Authority</b>	<b>Chair of the School Board</b>	
<b>Approval Signature</b>	Diana Taylor <b>Chair of the School Board Bacchus Marsh Grammar</b>	
<b>Administrator</b>	<b>Company Secretary</b>	Kerryn Browne
<b>Approval Date</b>	<b>25 February 2026</b>	
<b>Date of Next Review</b>	<b>25 February 2028</b>	To be reviewed every two years

## 14 History

<b>Date</b>	<b>Amendment</b>
<b>15 July 2015</b>	1. Reviewed
<b>18 April 2018</b>	2. Reviewed and updated format
<b>21 July 2020</b>	3. Reviewed, updated format and content
<b>27 October 2021</b>	4. Reviewed
<b>30 August 2023</b>	5. Reviewed and updated legislation



<b>28 May 2025</b>	6. Reviewed no changes
<b>25 February 2026</b>	7. Updated to recognise psychological health as part of OHS