

# Nazareth College Occupational Health and Safety Policy



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS



NAZARETH  
COLLEGE

Nazareth College is a school that operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## **AIM OF THIS OHS POLICY**

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at Nazareth College

## **WHO HAS AUTHORITY AND RESPONSIBILITY FOR OHS IN THIS SCHOOL?**

The daily administration of OHS matters has been delegated to the school Principal Sam Cosentino.

## **COMMITMENT TO OHS**

Nazareth College and its management is 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**

Nazareth College 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 sub-contractors will be responsible for:

- Fulfilling their duties under OHS legislation and acting in a safe manner
- Taking reasonable care of their 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 his/her representative.

## **REVIEW**

Nazareth College is committed to the continual improvement of its OHS performance.

Authorised by:  
Principal

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Signature:

Date:

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**Policy ratified by Leadership Team:** 04/06/21

**Person responsible:** Lee Perry

**Next review date:** 04/06/2023

**Relevant Legislation**

Victorian Occupational Health and Safety Act 2004

**Related school policies**

Essential Safety Measures Policy

First Aid Procedures

**Related documents**

OHS Issue Resolution Flowchart

OHS Induction Checklist

**External resources**

WorkSafe Victoria 2017 OHS in schools: A practical guide for school leaders