

## HEALTH, SAFETY AND WELLBEING POLICY

### 1.0 INTRODUCTION

This Policy applies to all primary and secondary Catholic schools managed and operated by Diocese of Sale Catholic Education Limited (**DOSCEL**) in the Diocese of Sale in the state of Victoria (**Schools**). This Policy also applies to the DOSCEL Secretariat.

### 2.0 PURPOSE

Dignity, safety, health and wellbeing are central to the Church's teaching and DOSCEL is committed to providing a safe and healthy working environment for all employees (including contractors), students, volunteers, visitors and external providers working or studying in DOSCEL schools or office locations.

All DOSCEL employees have a duty of care to provide and maintain an environment that is free of risk to the health and safety for all.

This Policy is to inform employees (including contractors), students, volunteers, visitors and external providers that Occupational Health and Safety (**OHS**) is an integral part of all operations.

### 3.0 PRINCIPLES

DOSCEL values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DOSCEL recognises that employee health, safety and wellbeing is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable:

#### 3.1 Prevent workplace injuries and illnesses by:

- identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings, conducted by DOSCEL
- promoting the reporting of incidents and hazards and investigating, where appropriate, to prevent re-occurrence
- maintaining physical structure, including buildings, grounds, plant, equipment and DOSCEL owned vehicles and ensuring they are safe and healthy without risks to physical and mental health and wellbeing.

### **3.2 Enhance workplace culture by:**

- actively demonstrating and promoting a positive, inclusive and supportive working environment
- promoting a health, safety and wellbeing reporting and learning culture
- recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce
- providing OHS induction, information, education and training to employees (including contractors), volunteers, visitors and external providers.

### **3.3 Consult, collaborate and communicate with employees including health and safety representatives and other groups within DOSCEL:**

- on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including job role, systems of work, plant and substances and workplace facilities
- on issue resolution processes
- on provision of information, instruction, supervision and training
- by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation which may impact on health, safety and wellbeing.

### **3.4 Allocate adequate resources by:**

- providing an OHS Management System that is sustainable and consistent with the risk profile of DOSCEL operations
- promoting access to support services, information and training
- providing and maintaining physically safe and healthy workplaces.

### **3.5 Provide transparent and robust information, training, instruction and documentation on:**

- individual health and safety accountabilities for all employees across DOSCEL
- legislative and DOSCEL health, safety and wellbeing requirements
- making and monitoring arrangements for the safe use, handling, storing and transport of plant and substances
- hazard/incident/near miss reporting and investigation
- injury management and return to work assistance to ill and/or injured staff.

### **3.6 Drive continuous health, safety and wellbeing improvement by:**

- using evidence-based data to inform DOSCEL strategic direction and measurable objectives
- monitoring and reporting on health, safety and wellbeing performance outcomes
- strengthening leadership capability
- maintaining, monitoring and reviewing the OHS Management System

- identifying and maintaining compliance with applicable OHS legislation.

### **3.7 Principal and Manager Responsibilities**

The components of the OHS Management System that will require OHS Planning by each school Principal or Manager may include (but is not limited to) the following:

- asbestos management
- camps, excursions and high-risk activities
- chemical management
- confined spaces
- consultation and communication
- electrical safety
- emergency management
- external Provider management
- environment
- first aid and infection control, including pandemics
- hazard identification and incident notification
- manual handling and ergonomics
- OHS planning
- OHS record keeping
- OHS training
- plant and equipment
- risk management
- safe working at heights
- traffic management.

## **4.0 EXPECTED OUTCOMES**

DOSCEL employees (including contractors), students, volunteers, visitors and external providers are required to take reasonable care for their own and others' health and safety and will co-operate with DOSCEL in adhering to health and safety requirements including following DOSCEL policies, procedures or instructions and participating in consultation and training.

## 5.0 REFERENCES

- [Occupational Health and Safety Act 2004](#) (Vic.)
- [Occupational Health and Safety Regulations 2017](#) (Vic.)
- DOSCEL OHS Issue Resolution Flowchart

## 6.0 REVIEW

**Implementation Date:** August 2021

**Review Date:** April 2025