

# Loyola College Occupational Health and Safety Policy



Loyola College is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

## Aim of this OHS policy

To inform staff, students, visitors, contractors and volunteers that occupational health and safety (OHS) is an integral part of all operations at Loyola College.

## Who has ultimate authority and responsibility for OHS in this school?

The daily administration of OHS matters has been delegated to the College Deputy Principal Staff and Compliance.

## Commitment to OHS

Loyola College and its management are 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

Loyola 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 subcontractors will be responsible for:

- fulfilling their duties under OHS legislation and acting in a safe manner
- taking reasonable care of their own health and safety, and that of others affected by their actions
- complying with the safety procedures and directions
- acting in accordance with agreed College procedures for accident and incident reporting, and reporting potential hazards to the principal or their representative.

The Occupational Health and Safety Committee is committed to:

- promote health and safety issues within the College
- keep abreast of the legislation and any changes or reforms to the legislation
- facilitate discussion/consultation on Occupational Health and Safety matters
- review current policy, practices and procedures
- immediately report any WorkSafe issue to the Principal, or their nominated representatives (Business Manager or Deputy Principal Staff and Compliance)
- develop procedures on WorkSafe issues – such as hazards, accident reporting etc
- ensure that the committee members are informed of Occupational Health and Safety issues, practices, procedures and College requirements
- meet at least twice per Semester to discuss specific issues or hazards
- encourage others to be aware of their responsibilities regarding health and safety matters
- review and disseminate information, including rules and procedures relating to health and safety which are to be carried out or complied with at the College
- maintain the Occupational Health and Safety resource area and noticeboard
- recommend and develop policies for the promotion and protection of workplace health and safety

## Review

Loyola College is committed to continual improvement of its OHS performance.

Authorised by  
Acting Principal:

Alison Leutchford

Signature:



Date:

01/03/23

Policy ratified by College Leadership team: 8 March 2023

Person responsible: Deputy Principal Staff and Compliance

Next review date: Semester 1 2024

## Relevant legislation

Victorian [Occupational Health and Safety Act 2004](#)

## Related school policies

Essential Safety Measures Policy

## Related documents

OHS Issue Resolution Flowchart

OHS Induction Checklist

First Aid Procedures

## External resources

WorkSafe Victoria 2017 [OHS in schools: A practical guide for school leaders](#)