

# Occupational Health and Safety Policy



Sacred Heart 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 Sacred Heart.

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

The daily administration of OHS matters has been delegated to the school principal Kaylene Carlin.

## Commitment to OHS

Sacred Heart 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

Sacred Heart 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 school procedures for accident and incident reporting, and reporting potential hazards to the principal or their representative.

## Review

Sacred Heart is committed to continual improvement of its OHS performance.

Authorised by  
principal: Kaylene Carlin

Signature:

*Kaylene Carlin*

Date: 10th Dec 2023

Policy ratified by school leadership team: Dec 2023

Person responsible: Kaylene Carlin

Next review date: Dec 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](#)