

OCCUPATIONAL HEALTH AND SAFETY POLICY

Purpose

This policy acknowledges Damascus College's commitment to occupational health and safety and recognises it has a responsibility to provide and maintain a working environment that is safe and without risk to individual health and welfare. This responsibility extends to all employees, students, parents, contractors and other visitors.

Scope

This policy is ongoing and applies to all members of the Damascus College community and is consistent with the school's legal obligations under the Victorian Occupational Health & Safety Act 2004 and Common Law duty of care.

Definitions

Act: the Occupational Health & Safety Act (Vic) 2004 (OHS Act 2004).

Damascus College Community: means any person who is associated with Damascus College Ballarat.

Hazard: means the potential to cause injury, illness or disease.

Hazard Management: describes a structured process of hazard identification, risk assessment and control aimed at providing safe and healthy conditions for all members of the Damascus College Community whilst on the premises or whilst engaged in endorsed activities.

Immediate safety hazard: A hazard or condition that will immediately result in injury, illness, or exposure of any staff member or student if not stopped and rectified.

Incident: Any occurrence that leads to, or might have led to, injury or illness, danger to health and/or damage to property or the environment.

Risk: How severely someone can be harmed by the hazard, and how likely it is that a person will be harmed by the hazard.

Serious Incident: defined in accordance with the OHS Act, 2004 as being:

- (a) the death of a person; or
- (b) a person requiring medical treatment within 48 hours of exposure to a substance; or
- (c) a person requiring immediate treatment as an in-patient in a hospital; or
- (d) a person requiring immediate medical treatment for:
 - (i) the amputation of any part of his or her body
 - (ii) a serious head injury
 - (iii) a serious eye injury
 - (iv) the separation of his or her skin from an underlying tissue (such as de-gloving or scalping)
 - (v) electric shock
 - (vi) a spinal injury
 - (vii) the loss of a bodily function;
 - (viii) serious lacerations; or
- (e) any other injury to a person or other consequence prescribed by the regulations; and/or
- (f) a threat, real or perceived, to cause harm or injury.



Policy Statement

School management is committed to providing a safe working environment through the implementation of risk prevention and reduction strategies that are integrated into all school activities.

The work and learning environment at Damascus College will be maintained making every reasonable effort to prevent accidents, protect members of the Damascus College Community from injury and promote the health, safety and welfare of members of the Damascus College Community for work and study.

Damascus College will:

- maintain the College as a safe and healthy environment and identify any unsafe or hazardous conditions;
- provide and maintain safe equipment;
- provide all staff and students training that will assist them in identifying health and safety hazards;
- make and monitor arrangements for the safe use, handling, storage and transport of equipment and hazardous substances;
- identify hazards and immediate safety hazards, assess risk and implement control strategies to minimise risk to people and property;
- keep up to date with current guidelines on Occupational Health and Safety as decreed by Government bodies and ensure their implementation; and
- follow an implemented safety management system based on the systematic identification, assessment and control of hazards and record and report any incident and serious incident as required by legislation.

Consequences

The consequence of this policy is that Damascus College will provide adequate resources in order to comply and support this policy.

Responsibilities

As employers, the Principal and College Board have the direct responsibility for ensuring the policy objectives are fulfilled and that the necessary resources are provided to achieve effective implementation.

The Principal is the Occupational Health & Safety management representative by default; however a management team member with appropriate seniority may be nominated by the Principal to act as the employer's Occupational Health & Safety representative in an operational capacity (ie. Occupational Health & Safety Coordinator) but the overall responsibility cannot be delegated.

Legislative Context

Occupational Health and Safety Act, 2004 (as amended)

Occupational Health and Safety Regulations 2007 (OHS Regulations)



Associated Documents

Damascus College Ballarat Vision and Mission Statement

Pastoral Care Policy (Damascus College)

Codes of Practice (WorkSafe)

Pastoral Care of Students in Catholic Schools (CECV)

Pastoral Care Policy (Diocese of Ballarat)

Damascus College Wellbeing Policy

Damascus College Student Harassment and Bullying Policy

Damascus College Behaviour Management Policy

Damascus College Critical Incident Policy

Damascus College Emergency Management Manual

Damascus College Excursions, Camps and Student Activities Policy