Occupational Health and Safety Policy

ST CHARBEL’S COLLEGE
Occupational Health and Safety Policy

This document must be read in conjunction with the Student and Staff Worksafe Statement

Other Related Documents

- OHS Risk Management Policy
- OHS Risk Management Procedures
- Accident Procedures
- Evacuation and Emergency Procedures

Policy

St Charbel’s College (and the Lebanese Maronite Order of Monks) accepts that it has a duty of care for the health, safety and welfare of its students, employees, contractors and others, and will use all due diligence to protect them from work-related injury and illness. It will provide the necessary resources to enable the College to comply with the NSW OHS Act 2000 and the OHS Regulations 2001.

The occupational health and safety (OHS) of all persons employed within the College and those visiting the College are considered to be of the utmost importance. Resources, in line with the importance attached to OHS, will be made available to comply with all the relevant Acts and Regulations to ensure that the workplace is safe and without risk to health.

The promotion and maintenance of OHS is primarily the responsibility of management. Management at all levels is required to contribute to the health and safety of all persons in the workplace. To this end, it is management’s responsibility to develop, implement and review, in consultation with its employees, the College’s OHS Program.

Principal

The Principal will ensure that this policy and the OHS Program are developed, updated and effectively implemented in the areas of control, and support the Coordinators and hold them accountable for their specific responsibilities.

The Leadership Team, Coordinators, Heads of Departments and Managers

The Leadership Team, Coordinators, Heads of Departments and Managers are responsible, and will be held accountable, for taking all practical measures to ensure that:

- In the area of their control, the OHS Program is complied with, and employees are supervised and trained to meet their requirements under this program
- Employees are consulted in issues that affect their health and safety, and any concerns they may have are referred to the Principal.

Employees
Occupational Health and Safety Policy
All employees are required to co-operate with the OH&S Policy and Programs to ensure their own health and safety, and the health and safety of others in the workplace.

Contractors and Sub-Contractors

All contractors and sub-contractors engaged to perform work on the College premises are required, as part of their contract, to comply with the OH&S policies, programs and procedures of the College, and to observe directions on health and safety from designated officers of the College. Failure to comply with, or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

Contractors will ensure that, whilst working, they do not create risks, report all hazards, incidents and accidents to the manager of the Department where they are working, and ensure that what they supply / repair is safe when properly used.

Policy Implementation

In order to implement the general provisions of this policy, a program of activities and procedures will be set up, continually updated, and effectively carried out. The program will relate to all aspects of OH&S, including:

- OHS training and education
- Work design, workplace design, and standard work methods
- Changes to work methods and practice, including those associated with technological change
- Provision of OHS equipment, services and facilities
- Workplace inspections and evaluations
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to employees, contractors and sub-contractors

College Occupational Health and Safety Committee

- College Principal
- Primary Deputy Principal
- Secondary Deputy Principal
- Facilities Manager
- Primary Representative
- 2 Secondary representatives
- Administration representative
- IEU Representative or if declined an elected delegate
Occupational Health and Safety Policy

**Policy Review**

This policy will be reviewed yearly by the OHS Committee at the last Committee meeting of year and at other times if any significant new information or legislative or organisational change warrants a change in this document.
ST CHARBEL’S COLLEGE
OHS Committee Meeting Minutes Template

Date:           Time:           

Venue:         

Present:       

Apologies:     

Absent         

Ex officio / Visitors

Confirmation of minutes previous meeting: Minutes approved by , seconded by

1. Business Arising

<table>
<thead>
<tr>
<th>Date raised</th>
<th>OHS Issue</th>
<th>Submitted by</th>
<th>Actions completed</th>
<th>Actions required</th>
<th>Completion Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

2. Manager Hazard Inspection Reports

3. Incident / Accident and Workers Compensation trend report

4. New business:

<table>
<thead>
<tr>
<th>Report date</th>
<th>Issue</th>
<th>Submitted by</th>
<th>Actions completed</th>
<th>Actions required</th>
<th>Completion Due by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cleaners’ stores poor housekeeping, no MSDS’s, chemicals stored with electrical eq on floor, many chemicals labeled in texta, some only in Arabic.</td>
<td>G Bloggs</td>
<td></td>
<td>E. Akouri to meet Contract manager to discuss deficiencies and agree on solutions / increased supervision. OHS Committee to conduct monthly random inspections and discuss at next Mtg.</td>
<td>Starting / /, then ongoing</td>
</tr>
</tbody>
</table>

5. Date and Time of next meeting       Friday / / at am/pm

6. Close of meeting                   am/pm

Signed