1.4 Occupational Health and Safety

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 and effectively implemented in the areas of control, and support the Coordinators and hold them accountable for their specific responsibilities.

Coordinators

Each Coordinator is 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

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.

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
- Assistant Principal - Administration
- Assistant Principal - Junior School (K-6)
- Assistant Principal - Senior School (7-12)
- Primary Representative
- Secondary Representative
- IEU Representative
- Maintenance Representative
- Office Staff Representative.

The College Occupational Health and Safety Committee are assisted by a Primary Schooling Occupational Health and Safety Sub-Committee and a Secondary Schooling Occupational Health and Safety Sub-Committee.

Review Date: Dec 2007