

SIENA COLLEGE CAMBERWELL

Occupational Health and Safety Policy



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POLICY TITLE: OCCUPATIONAL HEALTH AND SAFETY POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Risk & Compliance Manager
HR Manager

REVIEW SUMMARY

The OHS Policy 2021 was reviewed by the Risk & Compliance Manager to ensure alignment with current OHS legislation and the current Melbourne Archdiocese Catholic Schools OHS Policy. The Department of Education's (Vic) Health, Safety and Wellbeing Policy was consulted in the formation of this policy as was guidance from WorkSafe Victoria. The College OHS Committee was consulted on this policy in August 2024.

DOCUMENT DEVELOPMENT PROCESS

This policy was submitted to the Policy Committee in September 2024 before submission to the Board for ratification.

DEFINITIONS

The Act	Occupational Health and Safety Act 2004 (Vic)
Health and Safety Representative (HSR)	A representative of the College who has been elected by staff of Siena College, in accordance with section 54 of the Act. The term of appointment for a HSR does not exceed three years.
Management Representative	The principal of Siena College or the Principal's nominee (Risk & Compliance Manager)
Occupational Health and Safety (OHS)	The process of assessment, prevention and mitigation of risks that adversely affect health and safety in the workplace
OHS Management System (OHSMS)	A coordinated and systematic approach to managing health and safety risks. An OHSMS helps organisations to continually improve their safety performance and compliance to health and safety legislation and standards.

RATIONALE

Siena College is committed to a safe work culture for staff and a safe environment for staff, students and visitors. The College will make every reasonable effort to prevent accidents, protect staff from injury and promote the health, safety and wellbeing of staff and other persons in the workplace.

The purpose of this policy is to inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at Siena College. This Policy forms the policy basis for all

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available Siena College OHS-related information and procedures documentation relating to the safety of staff and visitors to the College, from a workplace safety perspective.

The College is also committed to the care, safety and welfare of students attending the College in accordance with applicable State and Commonwealth laws. There is an intersection between student duty of care and occupational health and safety responsibilities which both aim to create a safe learning and working environment. The duty of care responsibilities are covered in the College's Duty of Care guidelines.

GUIDING PRINCIPLES

Siena College is committed, so far as is reasonably practicable to:

- providing a safe and healthy environment for staff, students, visitors, volunteers, contractors and other parties
- providing safe and healthy workplaces and activities, including when performing work offsite.
- ensuring that the College meets 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 College's OHS Issue Resolution procedure.

All persons must take reasonable care for themselves through their actions and behaviours.

HSRs will be consulted on matters affecting health and safety at the workplace.

PROCEDURES

- Where a staff member, student, contractor or visitor has an OHS issue, they should raise this with relevant management, College leadership team or an HSR. Refer to the OHS Flowchart below.
- OHS issues are to be brought to the OHS Committee for discussion and resolution.
- The College has established an OHS Committee, which meets at least once a term and makes recommendations to ensure compliance with the Act. It comprises the HSR, Principal, management representatives and staff representatives.
- Where OHS issues are not able to be resolved, they should be referred to Melbourne Archdiocese Catholic Schools OHS team or to WorkSafe Victoria for further advice.
- The College has in place processes to identify, assess, control and manage (where reasonably practicable) physical, psychological, social and environmental OHS risks.
- The College has in place an emergency warden structure which overrides management in the

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event of an emergency.

- The College has a qualified nurse and staff are provided with First Aid training.
- The College utilizes the services of an Employee Assistance Program to support the wellbeing of staff

RESPONSIBILITY

OHS is both an individual and shared responsibility and relies upon the commitment and cooperation of all members of the College community. Staff, students, visitors, volunteers and contractors are required to co-operate and actively contribute to the health and safety of themselves and others within the work place.

Staff, students, visitors, volunteers and contractors are required to:

- fulfil their duties under The Act and act in a safe manner
- take reasonable care of their own health and safety, and that of others affected by their actions or omissions
- comply with the College's safety procedures and directions
- participate in and follow all training and instruction provided
- report all occupational health and safety hazards, near misses and injuries in accordance with school procedures for accident and incident reporting

The Act outlines employer duties and responsibilities. The Siena College Board holds ultimate responsibility for the following, however the daily administration of OHS matters has been delegated to the College Principal and the College Leadership team.

Siena College is responsible for and committed to:

- providing adequate resources for implementing this policy
- 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 as soon as possible after commencement of their employment or engagement, enabling them to work in a safe and healthy manner
- providing and integrating a robust and credible OHS Management System that aligns with legislative requirements and the College's strategic plan
- providing and maintaining an inclusive workplace that mitigates risks to physical and psychological health and safety.
- Outlining expectations and accountabilities, and empowering leaders and employees to play an active role in maintaining a healthy and safe workplace.

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- Embedding and promoting a culture of shared responsiveness, willingness and ownership, relating to reporting and addressing health, safety and wellbeing risks.
- Providing and applying a robust injury management framework to foster and build a strong culture of early intervention, rehabilitation and return to work.
- Regularly reviewing and monitoring policies and procedures to ensure ongoing safety
- Consulting, collaborating and communicating with employees including HSRs regarding OHS matters
- Continuous improvement of the College's OHS Management System through regular monitoring and review of policies and procedures, OHS performance objectives and targets and the allocation of adequate resources.
- Supporting and building OHS capability

RELATED LEGISLATION

- Occupational Health & Safety Act (2004) Vic
- Occupational Health & Safety Regulations 2017
- Equipment (Public Safety) Regulations 2017
- Workplace Injury Rehabilitation and Compensation Act 2013
- Equal Opportunity Act (2010) Vic
- Disability Discrimination Act (1992) Cth
- Child Wellbeing & Safety Act (2005) Vic

RELATED SIENA COLLEGE POLICIES

- First Aid Policy
- Risk Management Policy
- Discrimination and Harassment Free Workplace Policy
- Duty of Care guidelines

RELATED DOCUMENTS

- OHS Issue Resolution Flowchart
- OHS Induction Checklist
- OHS Consultation and Communication Procedure

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

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1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

NEXT REVIEW

July 2027

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>

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OHS ISSUE RESOLUTION FLOWCHART

The following flowchart should be used for the resolution of workplace occupational health and safety (OHS) issues, providing an agreed process does not already exist. This flowchart or the agreed process should be communicated to all employees and displayed in a prominent position in the workplace including on the OHS Notice Board.

The Health and Safety Representatives are: **Kerryn McGillen and Barb Edwards**

