



# OUR LADY STAR OF THE SEA

## OCCUPATIONAL HEALTH AND SAFETY

### **Aim**

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at Our Lady Star of the Sea.

The Employer at our school is DOSCEL, the daily administration of OHS matters has been delegated to the school Principal Ms. Catherine Blackford.

### **Commitment to OHS**

Our Lady Star of the Sea and its management is 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**

Our Lady Star of the Sea and its senior management is 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 it 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 sub-contractors 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 his/her representative.

## **Review**

Our Lady Star of the Sea is committed to continual improvement of its OHS performance.

Authorised by: Ms. Catherine Blackford. **Principal**

Signature:



Date: August 2017

Next review date: August 2019

### **Relevant Legislation**

**Victoria**

*Occupational Health and Safety Act 2004*