

## OCCUPATIONAL SAFETY AND HEALTH POLICY

**Updated: 2020**  
**Review: 2024**

### Rationale

Dignity, safety and wellbeing of people are central to the Church's teaching. Our Lady of Mercy College acknowledges this and recognises that it is obligated under the Occupational Safety and Health Act (WA) 1984 (the OSH Act) to ensure the safety and health of all members of our community. Therefore, Our Lady of Mercy College shall endeavour to:

- ensure the safety, health and welfare of all employees, students, their parents, community members and other persons who are legally present on school premises. school premises include places away from a school campus such as a campsite or where school excursions may take place from time to time;
- develop, promote, and maintain a safe and healthy working environment that seeks to minimise the risk of injury or illness for such people;
- create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment;
- ensure that adequate financial, physical and human resources are available to support the management of occupational safety and health in the school.

### Principles

According to the provisions of the OSH Act and the Code of Ethical Conduct, Our Lady of Mercy College has a legal and ethical responsibility to put in place procedures and processes to develop, promote and maintain a safe and healthy working environment for all members of staff, students, their parents, guardians, caregivers, community members and other persons who are legally present on school premises.

As the authority to employ is delegated to the Principal by the Bishop of the Diocese, the Principal shall, so far as is practicable, provide and maintain a working environment where the staff, students and community members are not exposed to hazards.


When engaged in workplace activities, school employees are required to take reasonable care for their own health and safety. Further, they have a responsibility to avoid situations and practices (including acts or omissions) that may precipitate danger to the health and safety of others.

In accordance with the OSH Act, an employee may give notice to the employer requiring the election of a safety and health representative. The OSH representative (s) may be member(s) of the teaching and/or non-teaching staff.

School-based OSH representatives must be elected to their position in accordance with the OSH Act.

As school-based OSH representatives are not OSH managers, they are not liable for accidents or incidents that occur in the workplace.

To meet the consultative requirement of the OSH Act, the cycle of continuous improvement inherent in the Australian and New Zealand Standards for Occupational Health and Safety Management Systems: Specification and Guidance for Use [AS/NZS 4801:2001] and in the interests of building a culture of safety, all schools may establish and effectively operate a whole-of-school OSH committee.





## Procedures

1. Specifically, all school employees shall:
  - follow the principal's safety and health instructions.
  - appropriately utilise personal protective clothing and equipment.
  - where appropriate (i.e. as intended) take care of and appropriately maintain equipment.
  - report suspected or actual hazards to the school-based OSH representative and/ or principal.
  - immediately report work-related injuries or near miss or concerning incidents to the principal and school-based OSH representative and complete requisite paperwork.
  - cooperate with the principal, members of the school management team, the school-based OSH representative and whole-of-school OSH committee members (where applicable) to enable the employer to execute its obligation under the OSH Act.
2. Unless staff members request an election, the OSH representative is Cameron Embry.
3. As detailed in the OSH Act, WorkSafe Guidelines and the AS/NZ Standards 4360:2004 Risk Management and AS/NZ Standards 4801:2001 Occupational Health & Safety Management Systems, school-based OSH representatives have the following functions:
  - carry out regular workplace inspections.
  - immediately carry out an appropriate investigation of any accident, near miss or concerning incident to any person engaged in work or study at the school premises.
  - keep abreast of safety and health information provided by the employer and relevant external bodies (e.g. WorkSafe).
  - liaise as necessary with WorkSafe, the Department of Industry and Resources and other relevant Government or private bodies.
  - consult and cooperate with the employer on all matters relating to workplace safety and health.
  - liaise with employees regarding work-based safety and health issues.
  - champion and promote a culture of safety amongst all school participants including the principal, members of the management team, students, their parents, guardians, caregivers and community members.
  - immediately report any potential or actual hazard that poses a danger to the safety and health of staff, students, community members or visitors to the school to the principal.
  - issue provisional improvement notices (PINs) where they believe existence of a breach of the OSH Act or Regulations. A PIN is similar to an improvement notice issued by a WorkSafe inspector, except for its "provisional" nature. Before issuing a PIN, the school-based OSH representative must liaise with the principal to discuss the issue. These discussions must canvass risk assessment of the identified hazard and control measure options. The principal shall take appropriate corrective action upon receipt of a PIN.
4. The principal shall inform Worksafe and the Workforce Relations Team if an employee or a person at the school who is not an employee incurs an injury or disease at the school premises that results in the death of the employee or person.