Holy Spirit School
Manifold Heights

Occupational Health & Safety Policy

MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Holy Spirit School Manifold Heights, is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

Aim of this OHS Policy

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at Holy Spirit School.

Who has ultimate authority and responsibility for OHS in this school?

The daily administration of OHS matters has been delegated to the school Principal, Rachel Holdsworth.

Commitment to OHS

Holy Spirit School 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

Holy Spirit School and its senior management is responsible for:

- providing adequate resources for implementing this policy which includes assigning responsibilities for OHS duties
- providing and maintaining a safe physical environment 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

Holy Spirit School is committed to continual improvement of its OHS performance.

Authorised by:

Rachel Holdsworth
Principal

Signature: Date: 21/7/21

Policy ratified by School Leadership Team: 20/7/21

Person responsible: Pina Capra

Next review date: July 2022

Relevant Legislation

Victorian Occupational Health and Safety Act 2004

Related school policies

Essential Safety Measures Policy

First Aid Procedures

Related documents

OHS Issue Resolution Flowchart

OHS Induction Checklist

External resources

WorkSafe Victoria 2017 OHS in schools: A practical guide for school leaders

Policy Adapted: 31/5/21

Consultation: 20/7/21