



Occupational Health and Safety Policy

Rationale

Occupational Health and Safety is an integral part of the College's operations. This policy recognises that the health and safety of all employees and students within the De La Salle College school community is of paramount importance. The Employer at our school is De La Salle College Limited. The daily administration of OH&S matters has been delegated to the Principal.

Aim of the Policy

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at De La Salle College.

Mission

De La Salle College is a Catholic College in the Lasallian tradition, enabling students in a community of faith and excellence to achieve their full potential with integrity and distinction.

"Remembering that God is with you will help and inspire you in all that you do"

St John Baptist de La Salle
(Letter 2, 1701)

Policy Statement

De La Salle College will take appropriate steps to provide and maintain a healthy and child safe working environment for all staff, students and visitors.

Guidelines

Commitment to OH & S

De La Salle College is committed to:

- Providing a safe and healthy workplace to staff, students, visitors, contractors and other parties;
- Ensuring that the College can meet its OH&S obligations;
- Providing OH&S information, training and supervision to employees and other relevant parties;
- Consulting with employees (and their representatives), managers and other stakeholders on OH&S issues;
- Resolving any OHS issues by following the school's OH&S Issue Resolution Procedure – Refer [Appendix A](#)

Responsibilities

De La Salle College is responsible for:

- Providing adequate resources for implementing this policy which includes assigning responsibilities for OH&S 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 OH&S 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 College procedures for accident and incident reporting and reporting potential hazards to the Principal or the OH&S Representatives.

Review

De La Salle College is committed to continual improvement of its OH&S performance.

Relevant Legislation

Victoria - Occupational Health and Safety Act 2004

Related Policies

Workplace Equal Opportunity (Grievance) Policy
Pastoral Care Policy
Critical Incident Management Policy
Child Protection – Child Safety Policy

Appendices

A: Issue Resolution Procedure

Approval

Responsible officer:	Principal
Approval body:	College Executive / College Board
Approval date:	4 November 2020 / 24 November 2020
Previous approval:	12 August 2019 / 25 February 2020
Next scheduled review:	November 2023

Issue Resolution Procedure

Part 7 (Section 73) of the Occupational Health and Safety Act (2004) requires employers and health and safety representatives to attempt to resolve health and safety issues at the workplace in accordance with either:

- the agreed procedure in place at the workplace; or
- the procedure as set out in this part of the Regulations (if there is no agreed procedure).

Parties to the resolution of issues

1. The employer must notify employees, any health and safety representatives or any member of the OH&S committee:
 - a. whether the employer will participate personally in the resolution of the issue OR nominate an employer representative; and
 - b. the name and position of the employer representative.
2. If an issue arises before an employer representative has been notified, and the employer is not available, then the senior manager at that part of the workplace will be the employer representative for the purposes of attempting to resolve the issue. *This is particularly important where 'the employer' may not be in the state, or even in the country.*
- 3 & 4. Employees must be represented by their OH&S representatives. Where there are no OH&S representatives, they can be represented by other employees nominated for this purpose.
5. At any stage in the resolution of an issue, any 'party' can seek the assistance of unions ("employee organisations") or employer organisations.

Procedure for reporting issues

1. *An employee wanting to raise a health and safety issue must report the issue to their elected OH&S representative.*
2. If there is no representative, then the issue must be reported to the employer or the management representative.
3. An employee can take all reasonable steps to report an issue, including leaving their part of the workplace.
4. An employee can also report an issue to the employer *or to any other person*, in addition to their elected representative.

Procedure for resolving issues

1. The parties, being the employer or the employer representative and the elected OH&S representative or nominated employee (if no representative) must meet to resolve the issue as soon as reasonably possible after it is reported.
2. In order to resolve the issue as quickly and effectively as possible, the parties must consider:
 - a. the number and location of employees affected;
 - b. whether appropriate temporary measures are possible or desirable;
 - c. the time needed to permanently resolve the issue;
 - d. who, on behalf of the employer, will be responsible for performing and overseeing any action agreed.
3. On the request of any party, details of the issue and resolution must be set out in writing by the employer.
4. As soon as possible the employer must ensure that details of any written or oral agreement be brought to the attention of the employees and the health and safety committee.
5. Any of the parties may also forward details to unions or the employer organisations.

Part 8 of the OH&S Act goes on to state that, if the issue is not resolved, any of the parties to the process can call a WorkSafe inspector and require the inspector to visit the workplace. If an issue is not resolved to the satisfaction of the elected OH&S representative, then the representative also has the option of issuing a Provisional Improvement Notice.

See also:

- [Resolution of Issues](#) under the Act:
- Information on [Provisional Improvement Notices](#)

The full text of the regulations can be viewed and downloaded from the [Victorian Legislation and Parliamentary Documents](#) website - click on Victorian Law Today, then on Statutory Rules, and then on "O" to find the Occupational Health and Safety Regulations.