



# OCCUPATIONAL HEALTH & SAFETY POLICY

## Introduction

Penola Catholic College recognises the range of safety hazards that can occur in the College's activities and affirms in this policy that the health and safety of all staff and students at both campuses is the responsibility of the Principal and Leadership team. In fulfilling these responsibilities, the leadership team acknowledges the duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to health for its staff, students, contractors, and other visitors who may enter the College's facilities.

### Penola College is committed to:

- Developing and supporting a culture that embraces wellbeing, health, safety and mindful management of our activities and assets as priorities;
- Maintaining up to date knowledge of and complying with all OHS legislation;
- Eliminating work-related injury and illness by continuously improving our OHS performance through setting and measuring objectives and targets and undertaking an annual review;
- Preventing and minimising injury through the involvement of our staff and contractors in the process of identifying hazards, assessing risks and designing and implementing controls over workplace hazards;
- Investigating accidents, incidents and implementing preventive corrective actions
- Providing adequate support and timely rehabilitation for injured or ill staff;
- Providing staff with safe plant and systems of work, regular information, instruction, training and supervision to ensure their safety and health;

**The Principal** is responsible for the implementation and monitoring of this policy. The health and safety duties of the leadership team and staff at all levels will be detailed and training in procedures shall be provided. In fulfilling the objectives of this policy, the leadership team is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

### Key Learning Area Conveners will:

- Effectively implement the health and safety policy actively promoting, implementing and supporting OHS procedures;
- Encourage initiatives that contribute to a safer and improved working environment;
- Make regular assessments of health and safety performance and resources;
- Ensure specific procedures are periodically revised ensuring practical application and consistency.

**Staff and contractors will:**

- Contribute to and participate in OHS activities and training;
- Work in a safe and responsible manner and comply with all safe working procedures;
- Report all accidents and incidents;
- Report all workplace hazards;

This Policy shall be **reviewed on an annual basis** to reflect relevant legislation and Penola College's development. All employees will be advised in writing of agreed changes and arrangements for implementation.