



VIC-EDU-P-052 Work, Health and Safety Policy

1. Policy Scope

This policy applies to all employees, contractors, students, visitors, and volunteers at all MacKillop Family Services ('MacKillop Education') sites and MacKillop Education managed activities.

2. Policy Outline

Context

Our values of respect, hope, justice, compassion, and collaboration inform the quality of relationships we establish and all that we do to ensure our learning community is a place of welcome and safety. MacKillop Education celebrates diversity, and we are committed to inclusion, so that every student, regardless of race, religion, culture, gender identity or personal circumstances, including barriers to learning, can access education and experience success.

Our model, Reframing Learning and Teaching Environments (ReLATE), supports our trauma-informed practice and highlights the critical partnership between students, parents/guardians/carers, and staff, as we work together, to enhance the learning outcomes for every child.

Purpose

This Work, Health and Safety (WHS) Policy defines MacKillop Education's commitment to providing a safe and healthy working and learning environment.

Policy statement

Commitment to Work Health and Safety

MacKillop Education and MacKillop Family Services are committed to:

- providing a safe and healthy workplace to staff, visitors, contractors, volunteers and other parties and a safe and healthy learning environment for students
- complying with all relevant health and safety legislative requirements
- providing appropriate health and safety training for all staff
- providing health and safety information, instruction and supervision to all staff, students, contractors, visitors and volunteers in the workplace
- consulting with employees (and their representatives), managers and other stakeholders on WHS issues
- resolving any WHS issues by following the *WHS-F-063 WHS Issue Resolution Flow Chart*

The daily administration of WHS matters at each MacKillop Education campus has been delegated to the Campus Principal. The Campus Principal is supported by the MacKillop Family Services General Manager - Work Health and Safety.

3. Responsibilities

Compliance, monitoring and review

MacKillop Education Campus Principals, in conjunction with MacKillop Family Services, are responsible for:

- providing adequate resources for implementing this policy, including assigning responsibilities for WHS duties
- providing and maintaining safe plant and systems of work
- making and monitoring arrangements for the safe use, handling, storing and transport of chemicals
- maintaining, so far as is reasonably practicable, a school that is safe and without risks to physical or mental health
- providing adequate facilities for the welfare of all employees and students
- ensuring that appropriate health and safety training opportunities are provided and that all mandatory health and safety training is completed, recorded and current
- consulting with employees, contractors and volunteers who may be affected by safety issues

Health and Safety Representative (HSR)

A HSR is elected at each MacKillop Education campus. The HSR has an important role in representing the members of their work group and bringing issues to the attention of the Campus Principal. The role and responsibilities of the HSR are described in the *MFS-PDE-Health and Safety Representative*.

Employees, and contractors are 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 who may be affected by their actions
- cooperating with MacKillop Education's efforts to make the workplace safe, including:
 - following workplace policies and procedures
 - attending health and safety training
 - helping to identify hazards and risks
- acting in accordance with agreed school procedures for accident and incident reporting and reporting potential hazards to the Campus Principal or their representative.

Volunteers are 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 who may be affected by their actions
- cooperating with MacKillop Education's efforts to make the workplace safe, by:
 - following workplace policies and procedures
 - attending health and safety training, if required
 - helping to identify hazards and risks
- reporting incidents and potential hazards to the Campus Principal or LLT member.

Reporting

Records management

1. A copy of this policy will be displayed on the WHS noticeboard.

2. All school staff will be provided with WHS training and a copy of this policy during their induction.
3. Refresher WHS training, including on this policy, will be provided to staff annually. Records of this training will be maintained by the Principal.
4. All contractors and volunteers who work at the school will be provided with a copy of this policy.

4. Related legislation, policy, guidelines and resources

Occupational Health and Safety Act 2004 (Vic)

WHS-F-063 WHS Issue Resolution Flow Chart

MFS-PDE-Health and Safety Representative

MacKillop Family Services – P08 People and Workplace Policy

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

5. Approval and Review Details

Approval and Review	Details
Approval Authority	Group Director, The MacKillop Institute and MacKillop Education
Approval Date	14 November 2023
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