



OCCUPATIONAL HEALTH & SAFETY POLICY

(Reviewed March 2018)

Recognising the hazards occurring in education this policy affirms that the health and safety of all employees within CRC St Albans is the responsibility of School management. In fulfilling these responsibilities management has a duty to provide and maintain, so far as is reasonably practicable, a working environment that is safe and without risks to health for its employees, students, contractors, or other visitors who may enter the School's premises.

CRC St Albans is committed to:

- Developing and supporting a culture that embraces wellbeing, health and safety and sound management of our activities and assets as priorities;
- Maintaining up to date knowledge of and complying with all OHS legislation;
- Continuously improving our OHS performance by 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 employees and contractors 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 management at all levels will be detailed and school procedures for training and back-up support shall be followed. In fulfilling the objectives of this policy, management is committed to regular consultation with employees to ensure that the policy operates effectively and that health and safety issues are regularly reviewed.

Management will:

- Effectively implement the CRC St Albans 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 policies operating within the College are periodically revised ensuring practical application and consistency.

Employees and contractors will:

- Work in a safe and responsible manner and comply with all safe working procedures;
- Report all accidents and incidents;
- Report all workplace hazards; and
- Participate in all induction and training that is provided.

This Policy shall be reviewed every three years or as the need arises to reflect relevant legislation and school development. All employees will be advised in writing of agreed changes and arrangements for implementation.

(Policy to be reviewed 2020)