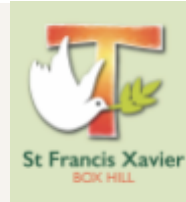


# St Francis Xavier Occupational Health and Safety Policy



St Francis Xavier 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).

## Aim of this OHS Policy

To inform staff, students, visitors, contractors and volunteers that OHS is an integral part of all operations at St Francis Xavier.

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

The daily administration of OHS matters has been delegated to the school Principal Mary Jones.

## Commitment to OHS

St Francis Xavier 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

St Francis Xavier and its senior management is responsible for:

- providing adequate resources for implementing this policy which includes assigning responsibilities for OHS 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 subcontractors 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

St Francis Xavier is committed to continual improvement of its OHS performance.

Authorised by:  
Mary Jones

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Signature:



Date: 4/06/2021

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Policy ratified by the OH&S Committee June 2022  
Person responsible: Mary Jones  
Next review date: 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](#)